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ABSTRACT

This handbook was prepared as a service to those concerned with regulations of the Kansas State Board of Education pertaining to issuance of certificates to teach or administer schools. These regulations provide for systematic issuance of original teacher and administrator certificates and for their renewal. The certification requirements are designed to provide continuous improvement in the education of teachers, and their fulfillment indicates the completion of an acceptable teacher education program, which seeks to carry out the philosophy and objectives adopted by the State Board of Education for the continuing education of teachers and administrators. (MM)

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CERTIFICATE HANDBOOK

STATE OF KANSAS

May 1, 1975

U S DEPARTMENT OF HEALTH
EDUCATION & WELFARE
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Commissioner of Education

AND THE

STATE BOARD OF EDUCATION

TOPEKA, KANSAS

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This handbook has been prepared as a service to those concerned with regulations of the State Board of Education pertaining to issuance of certificates to teach or to administer schools in Kansas. These regulations provide systematic issuance of original teacher and administrator certificates and for their renewals. The requirements are designed to provide continuous improvement in the education of teachers. They indicate the completion of an acceptable teacher education program which seeks to carry out the philosophy and objectives adopted by the State Board of Education for the continuing education of teachers and administrators.

C. TAYLOR WHITTIER,
Commissioner of Education.

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Purposes of the Certification Section:

The purposes of the Certification Section are:

A. To establish regulations to carry out the intent of the law, and to establish minimum standards for teacher certification. The standard is a legal recognition that a teacher has completed a minimum program of professional education and means that, within reasonable limits, children will be under the direction of competent and qualified teachers.

B. To provide teachers and administrators with security from competition of unqualified persons, thus contributing to the release of the complete ability and personality of the teacher to carry out his responsibility.

C. To establish eligibility of individuals to be paid from public funds.

D. To provide incentives for professional improvement.

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FOREWORD

Certification is a tool used to insure that members included in the profession have the competencies to carry forward with honor the purposes of their profession. As a culture changes, so must the purposes of the profession of that culture and the methods of achieving those purposes. Today we find the role of the teaching profession rapidly changing. Technological change and new methods are creating new and important roles for educators. There are needs for educational personnel whose training may be less than that of the professional. As a changing culture accelerates its rate of change, certification regulations will have to be subjected to frequent review and revision. It is with this in mind that the Kansas Professional Teaching Standards Advisory Board as well as the Kansas State Department of Education staff and persons or agencies interested in Kansas education are assisting the personnel of the Division of Continuing Education, the State Commissioner of Education, and the State Board of Education in developing and improving the certification plan.

It is through this approach of gaining assistance from persons familiar with the problems of all types of schools in the state that bring about changes to meet specific certification needs.

Efforts are being made to improve this publication to better express the certification standards in a format that can be useful and meaningful to prospective teachers, school administrators, boards and trustees of education, and personnel in institutions of higher education.

Your advice, suggestions and questions regarding the certification process are certainly welcome. Correspondence should be directed to the Director of Teacher Certification or the Secretary of the Kansas Professional Teaching Standards Advisory Board, Kansas State Department of Education, 120 East Tenth, Topeka, Kansas 66612.

L. C. CROUCH
Assistant Commissioner,
Division of Community
Colleges and Continuing
Education

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Instructions to Applicants

For Initial Applications:

1. Correct social security number and all names by which applicant has at anytime been known.
2. Application (Form 107A) properly completed with total experience and college credits included.
3. References: If a new applicant lacks recent credit, references of recent experience must be included to meet Kansas recency requirements.
4. Recommendations: All new certification for full time teaching requires a recommendation from the head of the Education Department of the parent college.
5. Transcripts: Complete and official, with impressed seal of the college and signature of the Registrar, of all hours completed and degrees earned.
6. Fee: Check or money order for $5 made payable to the State Department of Education. The fee is for examination of the application and is accepted immediately upon being received in the office. The fee cannot be refunded in the event a certificate is not issued. A RECEIPT OF THE FEE DOES NOT GUARANTEE THAT A CERTIFICATE WILL BE ISSUED.
7. Out-of-state certificates: These are not "valid" for teaching in Kansas, and are used only as a basis for fulfilling certain certification requirements.

For Renewals:

1. Correct social security number and all names by which applicant has at anytime been known.
2. Application (Form 107) properly completed with experience and college credits earned since the last certificate issuance.
3. References: When a renewal is based upon experience, both the success and length of that experience must be verified by the administrator.
4. Recommendations: A renewal based on college credit requires an additional recommendation from the parent college education office.
5. Transcripts: Complete and official, with the impressed seal of the college and signature of the Registrar. If these transcripts are already on file in this office, there is no need to duplicate.
6. Fee: Check or money order for $5 made payable to the State Department of Education. The fee is for examination of the application and is accepted im-

mediately upon being received in the office. The fee cannot be refunded in the event a certificate is not issued. A RECEIPT OF THE FEE DOES NOT GUARANTEE THAT A CERTIFICATE WILL BE ISSUED.

Send materials to:

Kansas State Department of Education
Certification Section
Kansas State Education Building
120 E. 10th St.
Topeka, KS 66612

Article 1. Certificate Regulations

91-1-1

Authorization

All teacher and administrator certificates shall be issued under the following plans adopted by the State Board of Education, hereafter referred to as the State Board.

(Authorized by K. S. A. 72-1388; effective date January 1, 1966; amended effective January 1, 1970.)

91-1-2

General Requirements

Applicable to All Certificate Regulations Unless Otherwise Specified

A. **Valid Credits.** All credit referred to in certificate regulations shall be earned or validated in an institution accredited by the State Board. Such credit shall be applicable as elective or required credit on a degree at such accredited institution unless stated otherwise in these regulations.

B. **Completion of Program.** At least eight semester hours of the credit required for any certificate shall have been earned within the six years immediately preceding the date of filing application: *Provided*, The holder of a master degree or other higher degree may satisfy this requirement with six semester hours. This requirement does not apply to the applicant for a degree elementary, secondary, administrator, or elementary principal certificate provided he has taught at least one year on a valid degree elementary, secondary, administrator, or elementary principal certificate within the six years immediately preceding the date of filing application.

C. **Institutional Recommendation.** Each applicant for a certificate shall declare a parent college or university. This designation may be changed by the applicant. All applications based upon college credit must be accompanied by a recommendation that a certificate be issued the applicant. The recommendation must be signed by the individual responsible for teacher education in the parent school.

D. **Grade Point Average.** A minimum grade average of C or 1.00 (A-3, B-2, C-1, D-0, F-0) shall be required in the minimum credit presented for an initial certificate or for the renewal of a certificate. A grade

point average of 1.00 in all credit presented may be accepted as meeting this requirement.

E. **Nonresident Credit, Off-campus Classes, Correspondence.** Not to exceed 30 semester hours in all forms of extension including correspondence, may be applied to meet the requirements for any certificate except that all correspondence credit earned prior to January 1, 1951, may be applied.

F. **Experience Requirements.** Teachers employed one-half time or more for a full school year shall be considered as having a full year's experience for certification purposes. All experience required for certification must be teaching positions under regular contract in elementary or secondary schools, or junior colleges where applicable, accredited by the State Board and such experience shall be acquired while holding a teacher certificate valid for the particular work performed.

G. **Qualification Defined.** Qualification includes (1) completion of academic and/or experience requirements establishing eligibility and favorable recommendation, and (2) filing the application, including the fee, with the Certification Section of the State Department of Education.

H. **Period of Validity of Certificates.**

Date of Issuance of Certificate: Certificates may be issued not more than eighteen months prior to the beginning validity date of the certificate to be issued.

Beginning Date: Validity of certificates may begin on the date of qualification. Validity of certificates of applicants who complete qualifications prior to the expiration of a certificate for which renewal is sought shall begin on the day following expiration of the certificate to be renewed.

Expiration Date: Validity of a renewed certificate shall terminate on the same month and day designated as the expiration date of the certificate for which renewal is sought.

Exceptions:

1. Certificates carrying the privilege of renewal at any future date, and which have been expired for 365 days or more, may become valid on the date of qualification for the normal period of time designated for the particular certificate for which renewal is sought.

2. The State Board may adjust beginning and expiration dates of certificates to conform with the dates of the school term when the general spirit of certificate regulations have been met.

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I. **Review Committee.** (Code: 190.) There is hereby established a review committee of seven members to be named by the Kansas Professional Teaching Standards Advisory Board and approved by the State Board of Education. This committee is authorized to review applications referred to it by the State Commissioner and recommend certification of candidates whose qualifications are comparable to, but deviate from Kansas certificate patterns if certification has been requested by an employer.

Upon recommendation by the review committee, the State Board may issue the certificate designated by the committee.

The dates of the validity of the certificate shall be specified by the Review Committee.

J. **Limited Certificate.** (Code: 193.)

1. The State Board upon recommendation of the parent institution may limit the area of service authorized by any given certificate.

2. *School for the Deaf. Applicants for a certificate to be valid only in the school specified on the face of the certificate and at the elementary and secondary levels shall be deemed qualified for a five year certificate (Code: 193) provided such applicant presents evidence of five (5) or more years successful teaching or administrative experience in the state school for the deaf prior to July 1, 1971, and following July 1, 1960.*

Renewal Requirements: The certificate to teach or serve as administrator in the state school for the deaf may be renewed upon presentation of eight (8) semester hours credit obtained in conformity with the provisions of 91-1-2-A-C-D-E-F-G and H, provided such credit shall have been earned within the six (6) years immediately preceding the date of application and since the last certificate was issued to the applicant; or by meeting requirements of 91-1-10-E.

K. **Advanced Standing in Subject Areas.**

1. The official submitting the institutional recommendation may certify that the applicant has demonstrated proficiency equivalent to the stated *semester hour* requirement. *Such* recommendation may be substituted for specific hour requirements for certification *or for subject and field requirements.*

2. The Assistant Commissioner for Teacher Education and Teacher Certification may rule on all out-of-state advanced placement problems and may waive credit requirements if the evidence indicates equivalent competency or proficiency is demonstrated.

I. **Special Teacher's Certificates.** All applicants for certification by the Kansas State Board of Education under the provisions of K. S. A. 72-1381 shall fulfill the following requirements:

1. Certification under this procedure shall be limited to those persons who are not presently certified and teaching.
2. Any applicant shall have explored the possibility of certification through all other existing channels prior to applying under this act.
3. The superintendent of the district wishing to employ the applicant shall present a written petition to the Professional Teaching Standards Advisory Board, requesting certification under this act, and shall describe the particular competencies needed to fill the vacancy.
4. Recommendation for certification shall be made by a committee of three persons, designated as follows:
   a. The Chairman of the Professional Teaching Standards Advisory Board shall appoint two persons from Board membership:
      One Chief School Officer
      One Teacher Education Head (Dean of a School of Education, or Head of a Department of Teacher Education)
      The third member of the committee shall be designated by the Commissioner of Education or his appointee.
   b. The committee's recommendation for certification shall be based on the results of a personal interview with the applicant, exploring the following:
      (1) knowledge of the learning process and its relationship to students of the age level for which he is requesting certification.
      (2) ability to direct, instruct and motivate students, and
      (3) knowledge and skill in the area of specialization to which the teaching is to be limited.
5. Any certificate issued under this procedure shall expire on June 30 following the school term in which the applicant was employed. Two renewals for one year each may be granted upon recommendation by the employing local chief school officer and the committee designated in subsection 4 above.
6. Cost of establishing competency under this procedure should be borne by the applicant and such cost shall not exceed $100.

7. If application is not approved by the committee, applicant may appeal to the Certification Review Committee.
8. If application is approved, a recommendation for certification shall be forwarded to the State Board of Education.

(Authorized by K.S.A. 72-1388; effective date January 1, 1966; amended effective January 1, 1967; amended effective January 1, 1968; amended effective January 1, 1969; amended effective January 1, 1970; amended effective January 1, 1973; amended effective January 1, 1973; amended effective January 1, 1974; amended effective May 1, 1975.

91-1-3

Secondary Certificates

A. **Secondary Three-Year Certificates.** (Code: 105.) [NOTE: Three-Year Degree Elementary and Secondary (Code: 101) or Three-Year Elementary and Secondary Renewal (Code: 103), certificates may be issued to applicants qualified at both elementary and secondary levels.]

Applicants who qualify for both secondary and elementary certificates (Code: 101) for the same period of time will be issued a single certificate valid at both levels.

A three-year certificate, renewable for five years, valid in any secondary school and grades seven and eight in any elementary school, may be issued the qualified applicant who holds a baccalaureate degree, provided an official transcript of college record shows general and professional education credit as listed below. The secondary certificate shall be extended to grades 5 and 6 providing the candidate's preparation includes work in child and adolescent psychology, he has experience (student or other teaching experience from grades 5 through 9), and has 15 hours in each field or subject to be taught. (This will not qualify the holder to teach grades 5 and 6 in a self-contained classroom.)

1. Fifty semester hours of general education and liberal arts courses, including:
   a. Oral and written communications, literature and foreign languages 12
   b. The natural sciences and mathematics ... 12
   c. History and the social and behavioral sciences 12
   d. Electives from the above and/or *general* religion; philosophy; and art and music history, literature and appreciation of art and music 14

   Applicants who have held a standard teaching certificate based on a degree from an institution accredited by the State Board may be allowed a five-semester hour deviation in the distribution of the 50 semester hours credit.

2. Twenty semester hours of professional education including:
   a. Six semester hours directed toward under-

standing the individual in the area of pupil development and learning.

b. Six semester hours directed toward understanding the school as a social institution and devoted to developing a professional attitude regarding the role of education in the "American way of life."

c. Eight semester hours directed toward attaining competence in instruction at the secondary level which must include at least five semester hours in directed teaching.

The State Board may waive the five semester hours in directed teaching mentioned in the preceding paragraph of this section for applicants who have held a standard teaching certificate based on a degree from an institution accredited by the State Board and who present evidence of five or more years of teaching experience at the level for which certification is sought. Other courses in this field may be general or special methods but professional education must total twenty semester hours.

Applicants who have held a standard teaching certificate based on a degree from an institution accredited by the State Board may be allowed a three-semester hour deviation in the distribution of the twenty semester hours of professional education credit.

B. Applicants for a certificate to be valid at both the elementary and secondary levels (Code: 101) may meet the directed teaching requirement by presenting three semester hours of directed teaching at the secondary level and three semester hours of directed teaching at the elementary level. (See 91-1-5, A. 3 for requirements in any area of special education.)

C. Comprehensive courses may be accepted in meeting requirements in general and professional education if subject matter as indicated is included in such courses. Apportionment shall be recommended by the college in which the courses were taken.

D. The Bachelor of Science in Education Degree with a major in secondary education granted by the Kansas State Teachers College of Emporia, Fort Hays Kansas State College, and Kansas State College of Pittsburg entitles the holder to a secondary three-year certificate. The provisions of section 91-1-2 do not apply to the requirements for a certificate granted under the provisions of this paragraph.

Renewal Requirements

1. The Secondary Three-Year Certificate may, after the second year of successful teaching during the

validity of this certificate, be renewed for five years, provided such experience is obtained within the six-year period immediately preceding the filing of the application for renewal. (Code: 111.)

2. Effective January 1, 1964. Subsequent renewals of the Five-Year Secondary Certificate (Code: 112) shall require the presentation of a minimum of eight semester hours of credit, of which at least three semester hours must be in subject-matter areas; provided that the holder of a master's degree may be granted two renewals of the Five-Year Secondary Certificate each on the basis of three years of teaching during the life of his most recent five-year certificate. Further renewals of a Five-Year Certificate based on a master's degree shall require the presentation of six semester hours of study, at least three of which must be in subject-matter area. Credit submitted in support of an application for a renewal of the Five-Year Certificate must have been earned within the six years immediately preceding the date of filing application for such renewal and must be approved by the head of the department or school of education of the parent institution.

3. The holder of the Three-Year Secondary Certificate who does not meet requirements for the five-year certificate may be granted: (*a*) A three-year renewal (Code: 106) on application and evidence of one year of successful elementary or secondary teaching experience during the six years immediately preceding the date of filing application for such renewal, or (*b*) a three-year secondary renewal on application and the completion of eight semester hours of credit, or such renewal may be granted on presentation of six semester hours, if the applicant holds a master's degree; such credit shall include three semester hours in subject-matter areas earned within the six years immediately preceding the date of filing application for such renewal. Such credit must be approved by the head of the department or school of education in the parent institution.

E. Secondary One-Year Certificate Renewal. (*Code: 118.*) *The following renewal requirements expire September 1, 1974:* The Secondary One-Year Certificate may be renewed for one year provided the holder makes application for such renewal (Code: 118), and presents a minimum of eight semester hours of additional credit earned in the past six years and

since the certificate was issued, from courses applicable to meeting requirements for the secondary three-year certificate.

(Authorized by K. S. A. 72-1388; effective January 1, 1967; amended effective January 1, 1969; amended effective January 1, 1970; amended effective January 1, 1971; amended effective January 1, 1973; amended effective January 1, 1978.)

91-1-4

Special Certificates

Issuance of original special education certificates, counselor certificates, and music certificates was discontinued effective January 1, 1955. A secondary certificate or a degree elementary certificate may be issued as the renewal of a certificate previously issued under this section provided three-year degree certificate renewal requirements have been met.

(Authorized by K. S. A. 72-1388; effective January 1, 1966; amended effective January 1, 1967; amended effective June 19, 1968; amended effective January 1, 1969; amended effective January 1, 1970; amended effective January 1, 1971; amended effective January 1, 1972; amended effective May 1, 1975.)

91-1-5

Elementary Certificates

A. Degree Three-Year Elementary. (Code: 103.) The Degree Elementary Certificate is a three-year certificate, renewable for five years, valid in any kindergarten, elementary school, junior high school, and grades seven, eight, and nine in a six-year high school. It may be issued to a qualified applicant who holds a baccalaureate degree, provided an official transcript of college record shows general and professional education credit as follows:

1. Fifty semester hours of general education and liberal arts courses, including:
   a. Oral and written communications, literature and foreign languages 12
   b. The natural sciences and mathematics ... 12
   c. History and the social and behavioral sciences 12
   d. Electives from the above and/or general religion; philosophy; and art and music history, literature, and appreciation of art and music 14

   Applicants who have held a standard teaching certificate based on a degree from an institution accredited by the State Board may be allowed a five-semester hour deviation in the distribution of the 50 semester hours of credit.
2. Twenty-four semester hours of professional education including:
   a. Six semester hours directed toward understanding the individual in the area of pupil development and learning.

b. Six semester hours directed toward understanding the school as a social institution and devoted to developing a professional attitude regarding the role of education in the "American way of life."

c. Eight semester hours directed toward attaining competence in instruction at the elementary level which must include at least five semester hours in directed teaching.

d. Four semester hours elective in professional education courses.

3. Fifteen semester hours of specialized courses designed to deal with content and method of the elementary school exclusive of courses used in this section in item 1.

The fifteen semester hours of specialized courses designed to deal with the content and method in the elementary school may come from the specialized areas as outlined under subject and field requirements in Section 91-1-22 (15-2, 15-3, 15-4, 15-5, 15-6, 15-7, 15-8, 15-9, 15-10). The special education teacher is restricted to teaching in the area of special education for which he meets subject and field requirements.

4. *a.* Applicants who have held a standard teaching certificate based on a degree from an institution accredited by the State Board may be allowed a three-semester hour deviation in the distribution of the twenty-four semester hours of professional education credit mentioned in paragraphs A-2, *a-b-c* of this section.

b. The State Board may waive the five semester hours in directed teaching mentioned in paragraph A-2-*c* of this section for applicants who have held a standard teaching certificate based on a degree from an institution accredited by the State Board and who present evidence of five or more years of teaching experience at the level for which certification is sought. Other courses in this field may be general or special methods but professional education must total twenty-four semester hours.

c. Applicants for a certificate to be valid at both the elementary and secondary levels (Code: 101) may meet the directed teaching requirement by presenting three semester hours of directed teaching at the secondary level and three semester hours of directed teaching at the elementary level.

Effective date July 1, 1963. For special education teachers the six semester hours in

directed teaching may be the same as supervised practice in given special areas with emphasis in public school settings.

d. Comprehensive courses may also be accepted in meeting requirements in general and professional education if subject matter as indicated is included. Apportionment shall be recommended by the college where the courses were taken.

B. The Bachelor of Science in Education Degree with a major in elementary education granted by Kansas State Teachers College of Emporia, Fort Hays Kansas State College, and Kansas State College of Pittsburg entitles the holder to an elementary degree certificate. The provisions of section 91-1-2 do not apply to the requirements for a certificate granted under the provisions of this paragraph.

Renewal Requirements

1. The Elementary Three-Year Certificate may, after the second year of successful teaching during the validity of this certificate, be renewed for five years, provided such experience is obtained within the six-year period immediately preceding the filing of the application for renewal. (Code: 109.)
2. Effective January 1, 1964. Subsequent renewals of the Five-Year Degree Elementary Certificate (Code: 110) shall require the presentation of a minimum of eight semester hours of credit of which at least three semester hours must be in subject-matter areas; provided that the holder of a master's degree may be granted two renewals of the Five-Year Elementary Certificate each on the basis of three years of teaching during the life of his most recent Five-Year Certificate. Further renewals of a Five-Year Certificate based on a master degree shall require the presentation of six semester hours of study, at least three of which must be in a subject-matter area. Credit submitted in support of an application for a renewal of the Five-Year Certificate must have been earned within the six years immediately preceding the date of filing application for such renewal and must be approved by the head of the department or school of education of the parent institution.
3. The holder of the Three-Year Elementary Degree Certificate who does not meet requirements for the five-year certificate may be granted:
   a. A three-year renewal (Code: 104) on application and evidence of one year of successful

elementary or secondary teaching experience during the six years immediately preceding the date of filing application for such renewal, or (*b*) a three-year elementary degree renewal on application and the completion of eight semester hours of credit, or such renewal may be granted on presentation of six semester hours if the applicant holds a master's degree; such credit shall include three semester hours in subject-matter areas earned within the six years immediately preceding the date of filing application for such renewal. Such credit must be approved by the head of the department or school of education in the parent institution.

C. **Degree Early Childhood Certificate.** (Code: 187.) The Degree Early Childhood Certificate is a three-year certificate, renewable for five years, valid in any nursery or pre-school. It may be issued to a qualified applicant who holds a baccalaureate degree, provided an official transcript of college record shows general and professional education credit as follows:

1. Fifty semester hours of general education and liberal arts courses including:
   a. Oral and written communications, literature and foreign languages 12
   b. The natural sciences and mathematics .. 12
   c. History and the social and behavioral sciences 12
   d. Electives from the above and/or from general religion, philosophy, and art and music history, literature, and appreciation 14

   Applicants who have held a standard teaching certificate based on a degree from an institution accredited by the State Board may be allowed a five semester hour deviation in the distribution of the 50 semester hours credit.

2. Twenty-four semester hours of professional credit including:
   a. Six semester hours in the area of human growth and development, to include physical, mental, social and emotional development from conception to adulthood, with special emphasis on the early childhood.
   b. Twelve semester hours of early childhood education, to include philosophy of education of young children; role of the nursery teacher; program content and materials; and supervised observation, participation, and teaching with children—primarily 3- and 4-year olds.
   c. Six semester hours dealing with cultural

environment and the individual, to include teacher-family-child-community interaction; urban and rural life; family relationships; parent education; community organization and leadership; and the sociology of poverty and wealth.

Renewal Requirements

1. The Early Childhood Three-Year Certificate (Code: 187) may, after the second year of successful teaching during the validity of this certificate, be renewed for five years, provided such experience is obtained within the six-year period immediately preceding the filing of the application for renewal. (Code: 188.) Provided, that notwithstanding the requirements of K. A. R. 91-1-2-F, two years of successful teaching experience obtained in a child care center approved by agencies recognized by the State Board of Education will be accepted.
2. Subsequent renewals of the Five-Year Degree Early Childhood Certificate (Code: 186) shall require the presentation of a minimum of eight semester hours of credit of which at least three semester hours must be in subject-matter areas; provided that the holder of a master's degree may be granted two renewals of the Five-Year Early Childhood Certificate each on the basis of three years of teaching during the life of his most recent Five-Year Early Childhood Certificate. Further renewals of a Five-Year Early Childhood Certificate based on a master's degree shall require the presentation of six semester hours of graduate study, at least three of which must be in a subject-matter area. Credit submitted in support of an application for a renewal of the Five-Year Early Childhood Certificate must have been earned within the six years immediately preceding the date of filing application for such renewal and must be approved by the recommending officer of the parent institution.
3. The holder of the Early Childhood Certificate who does not meet requirements for the five-year certificate may be granted: *(a)* A three-year Early Childhood Certificate renewal (Code: 189) on application and evidence of one year of successful early childhood teaching experience during the six years immediately preceding the date of filing application for such renewal, or (*b*) a three-year Early Childhood Certificate renewal on application and the completion of eight semester

hours of credit of which three semester hours must be in subject-matter areas earned within the six years immediately preceding the date of filing application for such renewal. Such credit must be approved by the recommending officer of the parent institution.

(Authorized by K. S. A. 72-1388; effective date January 1, 1966; amended effective January 1, 1967; amended effective January 1, 1968; amended effective March 15, 1968; amended effective January 1, 1969; amended effective January 1, 1970; amended effective January 1, 1971; amended effective January 1, 1972; amended effective May 1, 1973.)

91-1-6

Elementary Provisional One-Year Certificate Renewal

The Elementary Provisional One-Year Degree Certificate renewal (Code: 116) shall be valid from the date of qualification to the following June 30.

The Elementary Provisional Certificate may be renewed at expiration upon presentation of eight semester hours of additional college credit selected from courses applicable on requirements for a degree elementary certificate for the applicant at his parent college or university and earned since issuance of the certificate for which renewal is sought. *Provided:* Any person who has held a valid Kansas Elementary Provisional One-Year Certificate, based on 60 semester hours college credit, since January 1, 1960, may renew such certificate (Code: 162) after expiration and prior to January 1, 1970, upon meeting all other renewal requirements in this section.

Provided further: That the holders of Elementary Provisional Certificates renewed on less than a degree shall not be eligible to teach in accredited junior high schools or high schools.

(Authorized by K. S. A. 72-1388; effective date January 1, 1966; amended effective January 1, 1967; amended effective January 1, 1968; amended effective January 1, 1969.)

91-1-7

Administrator Certificates

Administrator Certificates effective after July 1, 1977

I. **Administrator Certificates Issued after July 1, 1977.** Persons assigned to administrative positions in Kansas schools must hold an administrator certificate which is valid for administrative and teaching positions or comparable positions. The administrator certificate, valid for positions as stated by the code number on the certificate, shall be issued to applicants who meet the following requirements:

A. **Building Administrator.** The Building Administrator Certificate shall be valid for three years. This certificate shall be held by building administrators and assistant building administrators. The applicant for the initial Building Administrator Certificate shall show:

1. That he/she holds or is eligible for a degree teaching certificate on the level at which he/she is to administer (elementary or secondary).
2. Evidence of two years of successful experience in teaching or in school administration in an accredited elementary or secondary school.
3. That he/she holds a graduate degree.
4. That he/she has completed 36 semester hours of graduate credit, including:
   a. A minimum of 18 semester hours of graduate study which shall include credit in each of the following areas:
      (1) administration and supervision
      (2) program development (to include program evaluation)
      (3) personnel administration (to include personnel evaluation)
      (4) legal aspects of school operation
      (5) financial aspects of school operation
      (6) sociological and philosophical foundations of education
      (7) psychological foundations of education to include concepts of guidance, group dynamics, and human relations.

b. Appropriate electives as a part of a program planned by the preparing institution and the student to improve the effectiveness of the administrator.

B. Vocational-Technical School Administrator. The Vocational-Technical Administrator Certificate shall be valid for three years. This certificate shall be held by vocational-technical school administrators and assistant vocational-technical school administrators. The applicant for an initial vocational-technical school administrator certificate shall show:

1. That he/she holds or is eligible for a degree teaching certificate.
2. Evidence of three years of successful experience as a certified vocational teacher in an accredited school.
3. That he/she holds a graduate degree.
4. That he/she has completed 48 semester hours of graduate credit, including:
   a. A minimum of 24 semester hours of graduate study which shall include credit in each of the following areas:
      (1) administration and supervision
      (2) program development (to include program evaluation)
      (3) personnel administration (to include personnel evaluation)
      (4) legal aspects of school operation
      (5) financial aspects of school operation
      (6) sociological and philosophical foundations of education
      (7) psychological foundations of education to include concepts of guidance, group dynamics, and human relations.
   b. Appropriate electives in the field of vocational education and related areas as a part of a program planned by the preparing institution and the student to improve the effectiveness of the administrator.

C. District School Administrator. The District School Administrator Certificate shall be valid for three years. This certificate shall be held by the chief school administrator and the deputy administrator. The applicant for an initial District School Administrator Certificate shall show:

1. That he/she holds or is eligible for a degree teaching certificate.

2. Evidence of three years of successful experience as a certified employee of an accredited school.
3. That he/she holds a graduate degree.
4. That he/she has completed 60 semester hours of graduate credit, including:
   a. A minimum of 36 semester hours of graduate study which shall include credit in each of the following areas:
      (1) administration and supervision
      (2) program development (to include program evaluation)
      (3) personnel administration (to include personnel evaluation)
      (4) legal aspects of school operation
      (5) financial aspects of school operation
      (6) sociological and philosophical foundations of education
      (7) psychological foundations of education to include concepts of guidance, group dynamics, and human relations
      (8) plant design and operation
   b. Appropriate electives as a part of a program planned by the preparing institution and the student to improve the effectiveness of the administrator.

D. **Specialized Administrator Endorsement.** This endorsement is issued on the written recommendation of the employing district's chief administrator and the parent institution. It shall be held by those individuals assigned to administrative or supervisory positions other than those identified in 91-1-7-1-A, B, C, immediately above. Supervisors of special education, 91-1-22-15-9, are also excluded. The applicant for the Specialized Administrator Endorsement shall show:
   1. That he/she holds or is eligible for a degree teaching certificate.
   2. Evidence of three years of successful experience as a certified employee of an accredited school.
   3. That he/she holds a graduate degree appropriate to his/her assigned field of responsibility.
   4. That he/she has completed a minimum of nine graduate semester hours to include work in each of the following: administration, supervision, and evaluation.

II. **Administrator Certificates Issued After January 1,**

1978. Persons assigned to administrative positions in Kansas schools must hold an administrator certificate which is valid for administrative and teaching positions or comparable positions. The administrator certificate, valid for positions as stated by the code number on the certificate, shall be issued to applicants who meet the following requirements:

A. Administrator I. (Code: 148.) The Administrator I Certificate shall be valid for three years. This certificate shall be held by building administrators and assistant administrators. The applicant for the initial Administrator I Certificate shall show:

1. That he holds or is eligible for a degree three-year certificate on the level at which he is to administer (elementary, secondary, or junior college).
2. Evidence of two years of successful experience in teaching or in school administration in an accredited elementary or secondary school.
3. That he holds a graduate degree.
4. That he has completed 36 semester hours of graduate credit, including:
   a. Fifteen semester hours which shall include subject matter from five of the following seven areas: (1) Administration and supervision; (2) curriculum and program development; (3) sociological and philosophical foundations of education; (4) psychology, guidance, group dynamics, and human relations; (5) legal and financial aspects of school operation; (6) plant design and operation; (7) research and evaluation.
   b. Nine semester hours of graduate credit in general education and liberal arts courses from among the following areas: (1) Oral and written communications, literature and foreign languages; (2) natural sciences and mathematics; (3) history and the social and behavioral sciences; (4) general religion, philosophy, and history and appreciation of fine arts and other specialized areas.
   c. Appropriate electives.

B. Administrator II. (Code: 151.) The Administrator II Certificate shall be valid for three years. This certificate shall be held by supervisors and other specialized personnel who re-

port directly to a chief school administrator or to a designated assistant, and who are responsible for a specialized function. The applicant for an initial Administrator II Certificate shall show:

1. That he holds or is eligible for a degree three-year certificate.
2. Evidence of three years of successful experience as a certified employee of an accredited school. (Note: Experience in an individual school or as a part of the central staff is applicable.)
3. That he holds a graduate degree.
4. That he has completed a minimum of 48 semester hours of graduate credit as follows:
   a. Fifteen semester hours which shall include subject matter from five of the following seven areas: (1) Administration and supervision; (2) curriculum and program development; (3) sociological and philosophical foundations of education; (4) psychology, guidance, group dynamics, and human relations; (5) legal and financial aspects of school operation; (6) plant design and operation; (7) research and evaluation.
   b. Twenty semester hours in his designated field of specialization.
   c. Appropriate electives.

C. Administrator III. (Code: 154.) The Administrator III Certificate shall be valid for three years. This certificate shall be held by the chief school administrator and the central office administrative assistants who report directly to a Board of Education. The applicant for an initial Administrator III Certificate shall show:

1. That he holds or is eligible for a degree three-year certificate.
2. Evidence of three years of successful experience as a certified employee of an accredited school. (Note: Experience in an individual school or as a part of the central staff is applicable.)
3. That he holds a graduate degree.
4. That he has completed a minimum of 60 semester hours of graduate credit as follows:
   a. Thirty semester hours which shall include subject matter in each of the following seven areas: (1) Administration and supervision; (2) curriculum and program

development; (3) sociological and philosophical foundations of education; (4) psychology, guidance, group dynamics, and human relations; (5) legal and financial aspects of school operation; (6) plant design and operation; (7) research and evaluation.

b. Twelve semester hours of graduate credit in general education and liberal arts courses from among the following areas: (1) Oral and written communications, literature and foreign languages; (2) natural sciences and mathematics; (3) history and the social and behavioral sciences; (4) general religion, philosophy, and history and appreciation of fine arts and other specialized areas.

c. Appropriate electives.

Renewal Requirements (Administrators I, II, and III):

1. The Three-Year Administrator II and III certificates may be renewed once without additional credit. The three-year Administrator I certificate may be renewed with an additional six semester hours of approved graduate credit.
2. Further three-year renewals of Administrator I, II, or III certificates may be granted, upon presentation of six additional semester hours of approved graduate credit for each renewal to applicants who do not qualify for a five-year renewal.
3. Subsequent renewals shall be granted for five-year periods (Administrator I, five-year renewal (Code: 150); Administrator II, five-year renewal (Code: 153); Administrator III, five-year renewal (Code: 156) on evidence of three years of successful administrative or teaching experience during the period covered by the latest certificate held by the applicant, or on presentation of six semester hours of approved graduate credit.
4. The holder of a doctorate degree who is otherwise qualified may be granted five-year renewals of an initial administrator certificate on the basis of two years of successful administrative or teaching experience during the period for which the initial certificate was valid. Subsequent five-year renewals may be granted on the basis of three years of successful administrative or teaching experience during the period covered by the latest certificate held by the applicant,

or on the presentation of six semester hours of approved graduate credit.

5. The following administrator certificates shall be transferred to the administrator certificate plan described in Section 91-1-7-I of these regulations providing requirements are met: Administrator I, Administrator II, Administrator III (certificates issued after January 1, 1965, and prior to January 1, 1970); Administrator Provisional; Administrator Five-Year; Elementary Principal; Elementary Principal Provisional; and Elementary Principal Five-Year.

Administrator Certificates

(originals no longer issued)

III. Administrator Certificates (Issued on or after January 1, 1965, and before January 1, 1970). Persons assigned to administrative positions in Kansas schools must hold an administrator certificate which is valid for administrative and teaching positions as indicated below and meet the following requirements:

A. Administrator I. (Code: 148.) The Administrator I Certificate shall be valid for three years. This certificate is to be held by administrators who report to another administrator, rather than directly to a Board of Education. Included in this category are assistant superintendents, secondary school principals, elementary school principals (in schools with four or more teachers), junior college deans, and general supervisory personnel. The applicant for the initial Administrator I Certificate shall show:

1. That he holds or is eligible for a degree three-year certificate at the level on which he is to administer (elementary, secondary, or junior college).
2. Evidence of two years of successful experience in teaching or in school administration in an accredited elementary or secondary school.
3. That he holds a graduate degree.
4. That he has completed a minimum of 30 semester hours of graduate credit, including:
   a. Fifteen semester hours in the areas of (1) administration and supervision; (2) curriculum and program development; (3) psychology, guidance and evaluation; (4) legal and financial aspects of school op-

eration, with some credit in each of the four areas.

b. Five semester hours graduate credit in fields such as oral and written communications, physical and biological sciences, social science, literature, language, general religion, philosophy, mathematics, or fine arts.

B. Administrator II. (Issued on or after January 1, 1965, and before January 1, 1970.) (Code: 151.) The Administrator II Certificate shall be valid for three years. This certificate is to be held by administrators who report directly to a Board of Education and who are responsible for an elementary school only, a secondary school only, or a junior college only. Included in this category are principals of rural high schools, principals of county community high schools, principals and superintendents of districts which operate only elementary schools or only secondary schools, and deans of junior colleges which have separate Boards of Education. The applicant for an initial Administrator II Certificate shall show:

1. That he holds or is eligible for a degree three-year certificate at the level on which he is to administer (elementary or secondary).
2. Evidence of two years of successful experience in teaching or in school administration in an accredited elementary or secondary school.
3. That he holds a graduate degree.
4. That he has completed a minimum of 36 semester hours of graduate credit, including:
   a. Twenty-one semester hours in the areas of (1) administration and supervision; (2) curriculum and program development; (3) psychology, guidance and evaluation; (4) legal and financial aspects of school operation; (5) group dynamics and human relations, with some credit in each of the five areas.
   b. Five semester hours graduate credit in fields such as oral and written communications, physical and biological sciences, social science, literature, language, general religion, philosophy, mathematics, or fine arts.

(Effective September 1, 1969.) The Administrator II Certificate shall also apply to local directors

of the area vocational-technical schools operating under Plan II (See K. S. A. 72-4302), with the following exceptions:

1. That he shall hold or be eligible for a three-year degree certificate in vocational education.
2. That he shall present evidence of successful teaching experience in a reimbursable vocational or technical program operating under the direction of the State Board.
3. That he has completed the minimum of 36 semester hours graduate credit providing the five semester hours of courses on administering and supervising vocational education may upon recommendation of the parent institution be substituted for the five semester hours of liberal arts.

C. Administrator III. (Issued on or after January 1, 1965, and before January 1, 1970.) (Code: 154). The Administrator III Certificate shall be valid for three years. This certificate is to be held by chief school administrators in school districts which operate schools at both the elementary and secondary levels. The applicant for an initial Administrator III Certificate shall show:

1. That he holds or is eligible for a degree three-year certificate.
2. Evidence of two years of successful experience in teaching or in school administration in an accredited elementary or secondary school.
3. That he holds a graduate degree.
4. That he has completed a minimum of 48 semester hours of graduate credit, including:
   a. Twenty-four semester hours in the areas of (1) administration and supervision; (2) curriculum and program development; (3) psychology, guidance and evaluation; (4) legal and financial aspects of school operation; (5) group dynamics and human relations; (6) plant design and operation, with some credit in each of the six areas.
   b. Five semester hours graduate credit in such fields as oral and written communications, physical and biological sciences, social science, literature, language, general religion, philosophy, mathematics, or fine arts.

Renewal Requirements (Administrators I, II and III):

1. Administrator certificates may be renewed

twice for three-year periods [Administrator I, three-year renewal (Code: 149); Administrator II, three-year renewal (Code: 152); Administrator III, three-year renewal (Code: 155)] upon presentation of six additional semester hours of approved graduate credit for each renewal.

2. Subsequent renewals shall be granted for five-year periods [Administrator I, five-year renewal (Code: 150), Administrator II, five-year renewal (Code: 153); Administrator III, five year renewal (Code: 156)] on evidence of three years of successful administrative or teaching experience during the period covered by the latest certificate held by the applicant, or on presentation of six semester hours of approved graduate credit.
3. The holder of a doctorate degree who is otherwise qualified may be granted five-year renewals of an initial administrator certificate on the basis of two years of successful administrative or teaching experience during the period for which the initial certificate was valid. Subsequent five-year renewals may be granted on the basis of three years of successful administrative or teaching experience during the period covered by the latest certificate held by the applicant, or on the presentation of six semester hours of approved graduate credit.
4. An administrator may have the privilege of transferring from the administrator 3-year provisional or 5-year administrator certificate to the new administrator certificate plan provided the stipulated conditions are met.

IV. Administrator certificates issued before January 1, 1965. Administrator certificates issued prior to January 1, 1965, shall remain valid for the positions for which such certificates were issued and may be renewed under provisions described in sections 91-1-2, 91-1-7 and 91-1-11 of the 1961 Certificate Handbook. A school administrator certificate qualifies the holder for administrative and teaching positions in any Kansas school. (See Subject and Field Requirements.)

A. Administrator Provisional Certificate. (Code: 130.) The Administrator Provisional Certificate shall be valid for three years.

Renewal Requirements: No person may be issued more than two Administrator Provisional Certifi-

cates. The applicant for a second Administrator Provisional Certificate (Code: 131) shall show that he has earned at least 16 semester hours of credit from graduate courses in school administration and supervision and experience as specified in 91-1-2-B.

B. Administrator Five-Year Certificate. (Code: 132.) The Administrator Five-Year Certificate may be issued at the expiration of the first or second Administrator Provisional Certificate provided the applicant's credentials show:

1. Evidence of three years of successful experience as a school administrator.
2. That he has earned at least 24 semester hours of credit in graduate courses in school administration, supervision, curriculum, guidance, finance, and maintenance of schools on the local, county, state and national levels.

Renewal Requirements: Renewal of the Administrator Five-Year Certificate (Code: 133) shall require the presentation of six semester hours of additional approved credit.

V. Elementary Principal Certificates. (The original issue of the elementary principal certificates was terminated July 1, 1966. Since July 1, 1966, elementary school administrators are certified as Administrator I or II under Section 91-1-7—I-A and I-B.)

The elementary principal, elementary supervisor, or elementary director in schools employing four or more teachers (full-time equivalent—for example, two half-time teachers count as one) shall hold an elementary principal certificate or an administrator certificate. The elementary principal certificate qualifies the holder for the position of principal, supervisor, or teacher in any elementary school in Kansas.

A. Elementary Principal Provisional Certificate.

Renewal Requirements: The Elementary Principal Provisional Certificate may be renewed once (Code: 142) for a three-year period upon presentation of 16 semester hours of graduate credit applicable on the Elementary Principal Five-Year Certificate. Eight semester hours of this credit must be earned within the six years prior to the date of filing application for renewal. The second renewal shall meet requirements for the Elementary Principal Five-Year Certificate.

B. Elementary Principal Five-Year Certificate. (Code: 143.) The Elementary Principal Five-

Year Certificate may be issued at the expiration of the first or second Elementary Principal Provisional Certificate provided the applicant's credentials show:

1. Evidence of three years of successful experience as an elementary school principal, and
2. that he holds a master degree with a major in elementary education, of which not less than 24 semester hours of credit shall be in courses such as organization, administration, supervision, curriculum, child development, guidance, and maintenance of elementary schools on the local, county, state, and national levels.

Renewal Requirements: Renewal of the Elementary Principal Five-Year Certificate (Code: 144) shall require the presentation of six semester hours of additional approved credit.

Renewal requirements for the Elementary Principal Certificate based on 60 semester hours issued prior to September 1, 1960, are in Section 91-1-8-B-3.

(Authorized by K. S. A. 72-1338; effective date January 1, 1966; amended effective January 1, 1967; amended effective January 1, 1968; amended effective January 1, 1969; amended effective May 1, 1975.)

91-1-8

Old Types of Certificates

A. Administrator Certificates.

1. The Administrator Provisional Certificate issued prior to January 1, 1952, may be renewed as a Continuing Administrator's Certificate (Code: 139) provided the holder:

(*a*) has earned six semester hours graduate credit or has served as an administrator one year on a valid administrator's certificate during the six years immediately preceding the filing of application for such renewal and

(*b*) presents evidence of three years of successful experience as a school administrator and

(*c*) has earned not less than 24 semester hours of credit from graduate courses in school administration, supervision, curriculum, guidance, and maintenance of schools on the local, county, state, and national levels.

This certificate lapses from six consecutive years of nonuse.

2. If the holder of the Administrator Provisional Certificate does not meet requirements for renewal under the preceding paragraph, a three-year renewal (Code: 131) may be granted upon application and evidence of not less than 16 semester hours of credit from graduate courses in school administration and supervision. Six semester hours of this graduate credit shall have been earned during the six years immediately preceding the filing of application for such renewal or experience as specified in 91-1-2-B. No person may be issued more than two Administrator Provisional Certificates.

3. An Administrator Certificate which has lapsed from nonuse may be renewed (Code: 140) on application and the presentation of six semester hours graduate credit earned within the six years immediately preceding the date of filing application for renewal. Such credit must be approved by the head of the department or school of education in the parent institution.

4. Administrator Life Certificates (Code: 138) issued on the basis of a degree from a Kansas college prior to July 1, 1947, do not lapse from nonuse.

B. Elementary Principal Certificates.

1. The Elementary Principal Provisional Certificate issued prior to January 1, 1952, may be re-

newed as an Elementary Principal Continuing Certificate (Code: 146) provided the holder:

(*a*) has earned six semester hours graduate credit or has served as a principal one year on a valid principal's certificate during the six years immediately preceding the filing of application for such renewal and

(*b*) presents evidence of three years of successful experience as an elementary school principal, and

(*c*) holds a master degree with a major in elementary education, of which not less than 24 semester hours shall be in organization, administration, supervision, curriculum, and maintenance of elementary schools on the local, county, state, and national levels.

The renewal is continuous unless the certificate lapses from six consecutive years of nonuse.

2. If the holder of the Elementary Principal Provisional Certificate issued prior to 1952 does not meet requirements for renewal under the preceding paragraph, a three-year renewal (Code: 142) may be granted upon application and presentation of 16 semester hours of graduate credit in elementary education applicable toward the Elementary Principal Continuing Certificate. Eight semester hours of this graduate credit shall have been earned during the six years immediately preceding the filing of application for such renewal. No person may be issued more than two Elementary Principal Provisional Certificates.

3. The elementary Principal Provisional Certificate issued prior to September 1, 1950, and based on 60 semester hours and experience may be renewed (Code: 142) upon presentation of 16 semester hours of additional college credit earned in courses applicable in meeting requirements for the Elementary Principal Five-Year Certificate (Code: 143) provided application for the renewal is filed within 90 days after expiration of the certificate. This certificate may not be renewed as a life or continuing certificate.

4. An Elementary Principal Continuing Certificate (Code: 147) which has lapsed from nonuse may be renewed on application and the presentation of six semester hours graduate credit earned within the six years immediately preceding the date of filing application for renewal. Such credit must be approved by the head of the department or school of education in the parent institution.

C. Degree Three-Year Certificate.

1. The holder of the Degree Three-Year Certificate valid for teaching in the elementary and secondary schools issued prior to January 1, 1968, may be granted a Continuing Certificate (Code: 123) upon application and presentation of evidence of two years of successful teaching experience obtained during the six-year period immediately preceding the date of application and during the validity of the certificate for which a renewal is sought. The Continuing Certificate granted as such renewal lapses from six consecutive years of nonuse.

2. The holder of the Degree Three-Year Certificate valid for teaching in the elementary and secondary schools and issued prior to January 1, 1968, who does not meet requirements for the Continuing Certificate may be granted a three-year renewal (Code: 202) on application and evidence of one year of successful elementary or secondary teaching experience during the six years immediately preceding the date of filing application for such renewal. A renewal may be granted, also, on the completion of eight semester hours of credit of which at least three semester hours must be in subject-matter areas or, if applicant holds a master degree, six semester hours, of which at least three semester hours must be in subject-matter areas earned within six years immediately preceding the date of filing application for such renewal. Such renewal must be approved by the head of the department or school of education in the parent institution.

D. Degree Continuing Certificate

1. A Degree Continuing Certificate issued since March 9, 1925, which has lapsed from six or more consecutive years of nonuse, may be renewed as a degree continuing certificate (Code: 124) on application and evidence of full-time successful teaching experience for one or more years during the six-year period immediately preceding the date of filing application for renewal of such certificate, or

completion of eight semester hours of additional credit of which at least three semester hours must be in subject-matter areas or, if the applicant holds the master degree, six semester hours of which at least three semester hours must be in subject-matter areas earned within the six years immediately preceding the date of filing application for renewal. Such credit must be ap-

proved by the head of the department or school of education in the parent institution.

2. The diploma issued on the basis of a Bachelor of Science in Education Degree by Kansas State Teachers College of Emporia, Fort Hays Kansas State College, and Kansas State College of Pittsburg prior to July 1, 1947, is a Life Certificate (Code: 122) valid in the elementary school, junior high school, and senior high school. This certificate does not lapse from nonuse.

E. Two-Year Special Music Certificate.

1. The Two-Year Special Music Certificate (Code: 125) based on a degree or 120 semester hours, and issued prior to January 1, 1952, may be renewed as a Two-Year Certificate (Code: 126) upon application and evidence of one year of successful elementary or secondary teaching experience during the six years immediately preceding the date of filing application, or completion of eight semester hours of additional credit or, if the applicant holds the master degree, six semester hours earned within the six years immediately preceding the date of filing application for renewal. Such credit must be approved by the head of the department or school of education in the parent institution.

2. Holders of the Two-Year Special Music Certificate who have been granted a degree in a specialized field (other than the B. S., B. S. in Education, A. B., or Ph. B. Degrees) and who meet teacher preparation requirements for standard high schools in some additional field, may have the name of such field added to the certificate.

3. The Three-Year Special Music Certificate renewal issued under Section 91-1-11-F of the 1953 Certificate Handbook is renewed under the provisions of paragraph E-1 and 2 of this section as a Two-Year Certificate (Code: 128).

F. City Certificates. (Code: 207.)

The city certificate issued prior to 1937 in first- and second-class cities and valid only in the city in which the certificate was issued, lapses from six consecutive years of nonuse if issued to be valid continuously. If this certificate lapses, it may not be renewed.

G. Two-Year Elementary Provisional Certificate.

The Two-Year Elementary Provisional Certificate may be renewed (Code: 163) at expiration upon application and presentation of eight semester hours of additional college credit earned since the issuance

of the certificate. Such credit must be applicable on requirements for a degree elementary certificate for the applicant at his parent college or university.

Application for renewal must be made within 90 days of the expiration of the certificate.

H. Continuing Sixty-Hour Elementary Certificate.

A Continuing Sixty-Hour Elementary School Certificate (Code: 158) lapses from six consecutive years of nonuse. This certificate must have been valid on January 1, 1963, to qualify for renewal (Code: 157). Such renewal shall require presentation of eight semester hours of credit earned within the six years immediately preceding the date of filing for renewal. Such credit must be applicable on requirements for a degree elementary certificate for the applicant at his parent college or university.

I. Continuing Sixty-Hour Elementary School and Junior High School Certificate.

A Continuing Sixty-Hour Elementary School and Junior High School Certificate (Code: 158) lapses from six consecutive years of nonuse. This certificate must have been valid on January 1, 1963, to qualify for renewal (Code: 157). Such renewal shall require presentation of eight semester hours of credit earned within the six years immediately preceding the date of filing for renewal. Such credit must be applicable on requirements for a degree elementary certificate for the applicant at his parent college or university.

J. Three-Year State Elementaray Certificate. (Code: 159.)

This certificate granted from 1937 to 1940 as a renewal of a county certificate may be renewed upon presentation of eight semester hours of college credit acquired during the life of the certificate for which renewal is sought and evidence of one year of successful teaching experience during the six years immediately preceding the date of filing application for such renewal, provided application for renewal is made within 90 days of the expiration of the certificate. Such credit must be applicable on requirements for a degree elementary certificate for the applicant at his parent college or university.

(Authorized by K. S. A. 72-1303; effective date January 1, 1966; amended effective January 1, 1967; amended effective January 1, 1968; amended effective January 1, 1969.)

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91-1-9

Vocational Education Certificates

A. Vocational Education Instructors

Vocational education instructors will be certified and coded under the vocational certificate series, and/or the standard degree certificate series, upon receipt of application and $5 fee, with certified credits and experience, and a recommendation by the appropriate vocational education section director. Exception: vocational education instructors who are not under regular contract but are hired by hourly-rate and paid by short-term agreement for teaching adult vocational classes, will be approved on a special form issued by the director of certification upon receipt of application with certified credits, workshops, and experience, and a recommendation by the appropriate vocational education section director. No fee will be charged.

B. Vocational Industrial Education Certificates

This section applies to applicants seeking certification to teach in occupationally endorsed Industrial Education programs. Additional subjects which may come under consideration are to be judged in terms of the spirit of this explanation. All issuance of certificates in this section shall be recommended by the Kansas State Director of Industrial Education.

I. *Exploration and/or Orientation of Industry Instructors.*

A. *Must meet subject and field requirements as outlined in Section 91-1-22, paragraph 11.*

B. *Must acquire three credit hours (course, workshop, or institute) in that area of the following which the applicant plans to teach:*

1. *Construction.*
2. *Materials and Processes.*
3. *Visual Communications.*
4. *Power and Energy.*
5. *Manufacturing.*

C. *Additional preparation deemed necessary to remain up-dated and to fulfill their responsibility.*

II. *Pre-Vocational (Industry Cluster Programs) Instructors.*

A. *A one-year provisional certificate (code 170) may be issued to persons who possess the fol-*

lowing minimum credentials, prior to employment:

1. *Education—A degree in Industrial Arts or Vocational Industrial Education with a total of twenty semester hours in the subject areas in which instruction is to be provided.*
2. *Occupational Experience—At least two years of acceptable work experience in the vocational industrial areas the applicant is planning to teach.*
3. *Achieving a satisfactory rating on a comprehensive competency examination administered by the designated vocational industrial education institution and the State Director of Industrial Education.*
4. *Participation in a 30 clock hour pre-service workshop, made available by the designated vocational industrial education institution.*

B. *The first year provisional certificate may be renewed (Code: 171) for one additional year by:*

1. *Completion of eight semester hours of professional vocational education courses in vocational industrial education curriculum approved by the designated teacher education institution and the State Director of Industrial Education.*
2. *Participation in a 30 clock hour in-service workshop approved by the State Director of Industrial Education. This workshop may be credited toward the eight semester hours above.*
3. *Completion of one year of successful teaching experience in a recognized or accredited secondary school teaching the industry program.*

C. *A second renewal (code 171) valid for one year may be granted upon completion of a minimum of four additional semester hours of professional vocational education courses, inclusive of the required workshop, and successful teaching experience as described for the first renewal.*

D. *The certificate issued as a second renewal may be renewed for a three-year period (code 173) upon completion of a total of 18 semester hours of professional vocational education courses, inclusive of the required workshop, and successful experience as described for the renewal of the first certificate delineated in this regulation.*

E. *The three-year certificate may be renewed for a five-year period (code 174) upon completion of an additional three semester hours from courses described for renewal of the first certificate delineated in this regulation and by participation in an upgrading workshop each year approved by the State Director of Industrial Education.*

F. *The five-year degree certificate may be renewed for subsequent five year periods (code 175) upon presentation of eight semester hours of additional credits approved by the State Division of Vocational Education. The eight hours may be distributed with the following minimum:*

1. *Three semester hours of professional vocational course(s).*
2. *Full participation in three annual workshops approved by the State Division of Vocational Education.*
3. *Remaining two semester hours may be obtained with any combination of vocational courses or approved workshops.*

II. *Day Trade and Personal and Public Service Instructors.*

A. *A one-year provisional certificate (code 170) may be issued persons who possess the following minimum credentials, prior to employment:*

1. *Education—Graduate from a credited high school or General Education Development (G. E. D.) equivalent.*
2. *Occupational Experience—A minimum of two (2) years of recent journeyman experience above and beyond the apprenticeship or equivalent learning period. This experience shall be in the area the applicant is planning to teach.*
3. *Achieving a satisfactory rating on a comprehensive competency examination administered by the designated vocational industrial education institution and the State Director of Industrial Education.*
4. *Participation in a 30 clock hour pre-service workshop made available by the designated vocational industrial teacher education institution.*

B. *The first year certificate may be renewed for one additional year (Code: 171) by:*

1. *Completion of eight semester hours of professional vocational education courses in*

vocational industrial education curriculum approved by the designated teacher education institution and the State Director of Industrial Education.

2. Participation in a 30 clock hour workshop approved by the State Director of Industrial Education. This workshop may be credited toward the eight semester hours above.
3. Completion of one year of successful teaching experience in a recognized or accredited secondary or post-secondary institution teaching vocational industrial subjects.

C. A second renewal (code: 171) valid for one year may be granted upon completion of a minimum of four additional semester hours of professional vocational education courses, inclusive of the required workshop, and successful teaching experience as described for the first renewal.

D. The certificate issued as a second renewal may be renewed for a three-year period (code 172) upon completion of a total of 18 semester hours of professional vocational education courses, inclusive of the required workshop, and successful teaching experience as described for the renewal of the first certificate delineated in this regulation.

E. The three-year certificate may be renewed each three-year period (code 173) upon completion of an additional three semester hours from courses described for renewal of the first certificate delineated in this regulation and by participating in at least two annual upgrading workshops approved by the State Director of Industrial Education.

F. The first-year provisional degree certificate may be renewed valid for a three-year period if the person has completed the eighteen semester hour requirements of professional vocational courses, participation in the required workshops and successful teaching experience as described for the first renewal.

G. The three-year degree certificate may be renewed for a five-year period (code 174) upon completion of an additional three semester hours from courses described for renewal of the first certificate delineated in this regulation and by participation in an upgrading workshop each year approved by the State Director of Industrial Education.

H. *The five-year degree certificate may be renewed valid for each five-year period (code 175) upon presentation of eight semester hours of additional credits approved by the State Division of Vocational Education. The eight hours may be distributed with the following minimum:*

1. *Three semester hours of professional vocational course(s).*
2. *Full participation in three annual workshops approved by the State Division of Vocational Education.*
3. *Remaining two semester hours may be obtained with any combination of vocational courses or approved workshops.*

IV. *Instructor-Coordinator.*

A. *A one-year provisional certificate (code 170) may be issued persons who possess the following minimum credentials, prior to employment:*

1. *Education—A bachelor's degree from an accredited college or university. Must have completed courses in Principles and Procedures in Cooperative Industrial Programs and Principles and Philosophy of Vocational Education.*
2. *Two years of successful teaching experience. Exception—(a) persons who have completed bachelor's degree in vocational industrial education and have participated in the professional teaching block under the approved teacher education program, and (b) equivalent experience related to teaching.*
3. *Two years acceptable experience as a wage-earner in an industrial occupation or trade. One year experience should have been full time.*

B. *A one-year provisional certificate may be renewed as a three-year vocational certificate (code 172) upon the completion of one year of successful teaching experience and the completion of 18 hours of professional education courses approved by the State Director of Industrial Education.*

1. *Two one-year renewals (code 171) may be granted providing the requirements as outlined for day trade instructors are met. See sub-section B and C of Section III (Day Trade).*

C. *The three-year certificate may be renewed for a five-year period (code 174) upon completion*

of an additional three semester hours from courses described for renewal of the first certificate delineated in this regulation and by participation in an upgrading workshop each year approved by the State Director of Industrial Education.

D. The five-year degree certificate may be renewed valid for each five-year period (code 175) upon presentation of eight semester hours of additional credits approved by the State Division of Vocational Education. The eight hours may be distributed with the following minimum:

1. Three semester hours of professional vocational course(s).

2. Full participation in three annual workshops approved by the State Division of Vocational Education.

3. Remaining two semester hours may be obtained with any combination of vocational courses or approved workshops.

V. Technical Instructors (Related).

A. A one-year provisional technical related certificate (code 170) may be issued persons who possess the following minimum credentials, prior to employment:

1. Education—B. S. Degree or equivalent with eight hours of approved college credits in each related teaching area.

2. Occupational Experience—Two years of wage earning experience in the technical occupation (or related) in the area of instruction or a completion of a regular approved B. S. degree program in technical education (this program is a specially designed teacher education program in the designated teacher training institute which enables the individual to acquire both supervised occupational and educational experiences simultaneously).

3. Achieving a satisfactory rating on a comprehensive competency examination administered by the designated vocational industrial education institution and the State Director of Industrial Education.

4. Participation in a 30 clock hour pre-service workshop made available by the designated vocational industrial teacher education institution.

B. Additional requirements and renewals will follow the schedule as outlined in sub-sections B, C, D, E, F, G, and H in Section III (Day Trade).

VI. Technical Instructors (Skilled).

A. A one-year provisional technical skill certificate (code 170) may be issued persons who possess the following minimum credentials, prior to employment:

1. Education—B. S. or (a) a person successfully completing a two-year post-secondary technical program in the specific industrial occupational area, or (b) possessing the equivalent of two years credit in an engineering, technical or industrial technology program, or (c) persons with two years prior teaching experience in a technical program.

2. Occupational Experience—Two years wage earning experience beyond the learning period as a technician or specialist in the area in which instruction is to be provided, or a completion of a regular approved B. S. degree program in technical education (this program is a specially designed teacher education program in the designated teacher training institute which enables the individual to acquire both supervised occupational and educational experiences simultaneously).

3. Achieving a satisfactory rating on a comprehensive competency examination administered by the designated vocational industrial education institution and the State Director of Industrial Education.

4. Participation in a 30 clock hour pre-service workshop made available by the designated vocational industrial teacher education institution.

B. Additional requirements and renewals will follow the schedule as outlined in sub-sections B, C, D, E, F, G, and H in Section III (Day Trade).

C. Agricultural Education (Vocational Agriculture)

I. Secondary School Instructor

A. Bachelor of Science degree in agricultural education from a teacher education institution approved by the Vocational Education Division of the State Department of Education.

B. Course work in professional education to include 11 semester hours in vocational education, eight

of which are in student teaching. The professional course shall include a study of the principles and philosophy of vocational education.

C. Two years of work experience on a farm or agricultural business.

II. Secondary Cooperative Occupations Instructor

A. Bachelor of Science degree in agricultural education from a teacher education institution approved by the vocational education division of the State Department of Education.

B. Course work in supervised occupational experience and an agricultural related practicum of not less than 320 hours of supervised agribusiness employment approved by the director of agricultural education for the vocational education division of the State Department of Education.

C. (Effective September 1, 1975) Instructors desiring approval to coordinate a cooperative program must have completed 6 credit hours from the following courses:

a. Methods of Individual Training (job analysis)

b. Coordination Techniques

c. Organization and Administration of Vocational Education

In addition to the two years of approved occupational work experience, instructors must also complete a minimum of 320 hours of supervised Agribusiness employment approved by the Agricultural Education Director for the Division of Vocational Education, State Department of Education.

III. Postsecondary Technical Agriculture Instructor

A. Junior college instructors will meet all of the requirements as listed in Section 91-1-4, "Junior College and Special Certificates." (See legal opinions)

B. Course work in professional education shall include nine hours in vocational education and 16 hours of courses in the assigned teaching area.

C. The instructor will attend the professional improvement conferences and short courses called by the state director of agricultural education.

D. The post-secondary agricultural education instructor is required to have two years of occupational experience in a business directly related to the teaching assignment approved by the state director of agricultural education.

IV. Adult and Young Farmer Coordinator

A. The adult or young farmer coordinator must meet the same qualifications as the secondary or post-secondary agricultural education instructor.

V. Instructor-Coordinator

A. The instructor-coordinator must have a teaching certificate in agriculture education at the secondary or post-secondary level.

B. The instructor-coordinator must have a minimum of two years of teaching experience in agriculture education.

VI. Out-of-State Prepared Instructors

A. Instructors qualified in other states must be approved by the state director of agricultural education.

B. The instructor must be recommended by his state director or head teacher trainer.

VII. Renewal Requirements

A. All certificates will meet renewal requirements of either Section 91-1-3, "secondary certificates" or Section 91-1-4, "junior college and special certificates."

D. Vocational Business Occupations. To qualify to teach the applicant must meet the following requirements:

I. Distributive Education

1. The instructor must meet standard certification requirements to teach in the level for which he is applying.
2. Bachelor's Degree in Education with a major in Business. Must have courses in Marketing, Accounting, Small Business Management or Applied Retailing, and Visual Merchandising or show competency through approved examination.

Any deviation from these requirements must be approved by the Director of Business Occupations.

3. Professional Vocational Education Courses:
   a. Principles and Philosophy of Vocational Education
   b. Methods of Individual Training (Job Analysis)
   c. Organization and Administration of Vocational Education
   d. Coordination Techniques (not required of related instructors)
   e. Methods and Materials in Vocational Education
4. Practical Work Experience
   a. Coordinator—two years approved work ex-

perience in the distributive field (4,000 clock hours).

b. Related instructor—one year approved work experience in the distributive field (2,000 clock hours).

II. Office Education

1. The instructor must meet standard certification (including subject and field) requirements to teach in the level for which he is applying.
2. Bachelor's Degree in Education with a major in Business. Must have courses in Accounting and Office Machines, or show competency through approved examination.

Any deviation from these requirements must be approved by the Director of Business Occupations.

3. Professional Vocational Education Courses:
   a. Principles and Philosophy of Vocational Education
   b. Methods of Individual Training (Job Analysis)
   c. Organization and Administration of Vocational Education
   d. Coordination Techniques (Not required of related instructors)
   e. Methods Course (If the applicant has not had a Methods course in teaching business subjects, then Methods and Materials in Vocational Education is required.)
4. Practical Work Experience
   a. Coordinator—two years approved work experience in the office field (4,000 clock hours).
   b. Related instructor—one year approved work experience in the office field (2,000 clock hours).

III. Data Processing

1. The instructor must meet standard certification requirements to teach in the level for which he is applying.
2. Bachelor's Degree with hours in their teaching area. Should include General Data Processing courses and specific instruction in current program languages.

Any deviation from these requirements must be approved by the Director of Business Occupations.

3. Professional Vocational Education Courses:
   a. Principles and Philosophy of Vocational Education
   b. Job Analysis

If Coordinator of Cooperative Part-time Program:

c. Organization and Administration of Vocational Education
d. Coordination Techniques

4. Practical Work Experience
   a. Two years of Data Processing experience or show competency through an approved examination.

E. Vocational Home Economics. *A minimum of six credits is required in each of the five areas of home economics with an additional ten divided between any two or more areas, to total 40 credits.*

Home Economics ..... 40 semester hours.
- *Clothing and textiles 6*
- *Foods and Nutrition 6*
- *Human Development (Directed experience with with children) 6*
- *Home Management (Lab. or Special Problem) 6*
  Consumer Education
- *Housing, Home Furnishings, Equipment 6*

General Education
- *Art 3*
- *Social Science: 12*
  Sociology
  Economics
- *Natural and Physical Science .. 12*

Home Economic Education 20
- *Principles and Philosophy of Vocational Education.*
- *Methods of Teaching Home Economics.*
- *Home Economics Student Teaching.*
- *Home Economics Curriculum. (Courses in 91-1-3, Certification Handbook)*

Home Economics Occupations .. 4 to 6
- *Occupational Class*
- *Work Experience.*

F. Health Occupations

1. Technical program administrator (associate degree program) requires a Master's Degree with 15 hours of approved courses in philosophy of community colleges, administration, teaching methods, psychology, and curriculum. Must have three years of work experience. Must be credentialed to practice the health occupation in Kansas and, if re-

quired by law, licensed in Kansas or certified by a recognized national association, board or registry. Must attend one workshop related to Health Occupations each year and the annual state Health Occupations workshop.

II. *Technical program instructor*
Same as program administrator except may possess a Bachelor's Degree, must have 12 hours of the approved courses excluding the three hours of administration, and have two years of work experience.

III. *Vocational program administrator (program does not culminate in an Associate Degree)*
Must have a Bachelor's Degree, have 12 semester hours of course work in philosophy of vocational education or philosophy of community junior colleges, occupational analysis, instructional methods and preparation of instructional materials, two years of work experience and three years of teaching experience. Must be credentialed to practice Health Occupations in Kansas and, if required by law, licensed in Kansas or certified by a recognized national association. Must attend one workshop related to Health Occupations each year and the annual state Health Occupations workshops.

IV. *Vocational program instructor*
Same as above except does not need teaching experience.

V. *Nursing aide instructor*
Must be licensed as a registered nurse in Kansas.

VI. *Teacher aide*
Must have appropriate education in area being served, successful work experience in the health area where assisting, credentialed, licensed or certified in Kansas for the area where assisting and attend annual Health Occupations workshop.

VII. *Related instructor*
Must have a Bachelor's Degree in area of instruction, adequate approved hours in methods, philosophy, sociology and/or psychology. Appropriate experience needed to integrate related instruction into health occupations program. Must attend health occupations workshop.

VIII. *Service coordinator*
Must have Master's Degree with 15 semester hours of courses including organization and administration of technical education, philosophy of vocational education or philosophy of community junior colleges, occupational analysis, instructional methods, preparation of instructional materials. Have two years of teaching experience and two years of

administration experience preferably in health related areas. Have three years experience administering at least one health occupations preparatory program and attend two workshops including the annual state Health Occupations workshop.

IX. Teacher educator

Must have a Master's Degree, 24 hours of approved vocational courses, have three years of work experience and three years of teaching experience. Credentialed and licensed in Kansas, if required, or have three years experience administering at least one health occupations preparatory program. Attend two workshops including the annual Health Occupations workshop.

X. Adult class instructor

Have appropriate education for the course to be taught, have successful experience in area related to course taught and be credentialed to teach or practice in area related to content and theory of the course.

(Authorized by K. S. A. 72-1388; effective date January 1, 1968; amended effective January 1, 1972; amended effective May 1, 1975.)

91-1-10

Lapsing and Renewal of Certificates

A. The only certificates which do not lapse from six consecutive years of nonuse are:

1. Life Certificates (Code: 122) issued prior to July 1, 1947, by Kansas State Teachers College of Emporia, Fort Hays Kansas State College, and Kansas State College of Pittsburg on the basis of a Bachelor of Science in Education Degree and

2. Life Certificate (Code: 122) and the Life Special Certificate (Code: 125) valid after March 9, 1925, and prior to July 1, 1947, issued on the basis of a degree from a Kansas college. All other certificates, even though termed "Life" or "Permanent" certificates, lapse from six consecutive years of nonuse.

B. Unless otherwise specified, life and permanent certificates valid January 1, 1963, based upon 60 or more semester hours of credit, which have lapsed from six consecutive years of nonuse, may be renewed as Continuing Elementary Sixty-Hour Certificates (Code: 157) upon application and presentation of eight semester hours of approved college credit earned within the six years immediately preceding the date of filing for the renewal.

C. To renew a lapsed certificate based on a degree, the applicant should file application with the required fee and present evidence of having met renewal requirements described in section 91-1-8-D.

D. Effective July 1, 1963. The title of all certificates known or titled as "Life Certificates" which lapse from nonuse shall hereafter be known and titled as continuing certificates.

E. A Kansas teacher who will have reached sixty years of age on or before the expiration date of the certificate for which a renewal application is filed may be granted such renewal (Code: 191) provided:

1. The applicant presents evidence of teaching 150 days of the school year immediately preceding the effective date of the renewal, if granted, and

2. The applicant presents evidence of teaching 150 days in each of five of the six school years immediately preceding the effective date of the renewal, if granted, and

3. The employing official in the school in which the applicant is to teach requests that the said certificate be renewed.

The provisions of section 41-1-2, B, C, D, and E and provisions of any other sections of the certificate regulations pertaining to college credit are waived as a qualification for the certificate renewal provided in this paragraph (E) of this section.

(Authorized by K.S.A. 72-1388, effective date January 1, 1966, amended effective January 1, 1967, amended effective January 1, 1968.)

91-1-11

Application for Certificates and for Renewal or Duplication (Code: 192) Of Certificates

All initial certificates, renewals, or duplicates of certificates must be applied for by the teacher. To place application, obtain Form 107A from the local school administrator, a Kansas School or College of Education, or from the State Department of Education. The form must be filled out completely, including all teaching experience and all names under which the applicant has at any time been known. The application must then be presented by mail or in person with the correct fee (postal money order) and an official transcript, when required, to the State Department of Education, Division of Community Colleges and Continuing Education, 120 East 10th St., Topeka, Kansas 66612.

The official transcript, which must bear the original signature of the registrar and original seal of the college is required for permanent filing in the State Department of Education. The fee cannot be refunded in the event a certificate is not issued. (The fee is as much for examination of the application as for the issuance of the certificate, and therefore, fees once accepted cannot be refunded and the certificate fee fund must stand audit on that basis.)

(Authorized by K. S. A. 72-1387; effective January 1, 1966; amended effective January 1, 1970.)

91-1-12

Certificates from Other States

A. Degree One-Year Certificate. One-year Degree Elementary (Code: 115). One-Year Degree Secondary (Code: 117). One-Year Degree Elementary and Secondary (Code: 113). A one-year certificate may be issued *to a graduate of an* out-of-state *teacher education institution* who meets requirements in Section 91-1-2 and presents a valid standard teacher certificate in another state, based on a degree from a college or university accredited by the Kansas State Board (see Section 91-1-2 and Section 91-1-19), including at least *18* semester hours in professional education and *45* semester hours in liberal arts, but who does not meet requirements for other Kansas

Certificates. Such certificate may be renewed [One-Year Degree Elementary Renewal (Code: 116), One-Year Secondary Renewal (Code: 118), One-Year Degree Elementary and Secondary Renewal (Code: 114)] upon presentation of eight semester hours of additional credit applicable toward meeting requirements for an elementary or secondary degree certificate.

B. A certificate may be issued an out-of-state applicant on the basis of credentials from an institution accredited by the National Council for Accreditation of Teacher Education (NCATE) provided the applicant presents credentials which verify that the program of education completed meets in full the kind of program implied in the NCATE standards. The applicant shall present the equivalent of eighteen semester hours professional education and at least *forty-five* semester hours or its equivalent in liberal arts with credit in at least three of the following areas:

Social Science
Science
Humanities
Mathematics

Applicants for elementary teacher certificates shall present the above plus an additional 12 semester hours in elementary content-method courses.

The provisions of this paragraph (B) do not apply to vocational, and administrative positions. Geographically oriented positions and positions in experimental courses are excluded, also.

C. Certificates from other states are not endorsed in Kansas.

(Authorized by K. S. A. 72-1388; effective January 1, 1966; amended effective January 1, 1968; amended effective January 1, 1969, amended effective January 1, 1970; *amended effective January 1, 1972.*)

91-1-13

Fees Connected with Certificates

Each application to the State Board for certification, renewal, or duplication shall be accompanied by a fee of five dollars. It is recommended that fees be sent by money order. Checks will be accepted, but if the check is returned by the State Treasurer the certificate, if issued, may be revoked. Currency is sent at the applicant's risk.

(Authorized by K. S. A. 72-1387; effective January 1, 1966; amended effective January 1, 1970.)

91-1-14

Substitute Teaching

Substitute teachers must be certified for the grade level (elementary or secondary) at which they teach. Effective July 1, 1954, a substitute teacher is one who teaches not more than 60 consecutive days in any one position, and who teaches not to exceed 90 days in any one school year, including instruction on either or both the elementary and secondary substitute certificate. (See definitions, section 91-1-18.) To qualify for the substitute teacher certificate, general requirements which apply to all certificates must be met unless otherwise specifically stated. The provisions of item B in section 91-1-2 are waived for items A-1 and 2 and B-1 and 2 of this section. (Code: 180—Three Year Elementary and Secondary Substitute Certificate.)

A. Secondary Substitute Teacher Certificate. (Code: 184.)

To obtain a substitute teacher certificate, valid for a three-year period in a secondary school, the applicant must:

1. Provide evidence that he has been a holder of a Kansas teacher's certificate based on a degree and valid in secondary schools, or
2. Provide evidence that he has been a holder of a teaching certificate based on a degree and valid in secondary schools in any state whose certification requirements are comparable to those of Kansas, or
3. Provide evidence that he has completed the baccalaureate degree in a secondary school curriculum from an accredited teacher education institution and meets current requirements including item B, section 91-1-2.

B. Elementary Substitute Teacher Certificate. (Code: 182.)

To obtain a substitute teacher certificate valid for a three-year period in an elementary school, the applicant must:

1. Provide evidence that he has been a holder of a Kansas elementary teacher certificate based on 60 or more semester hours and valid in elementary schools, or
2. Provide evidence that he has been a holder of a teacher certificate based on 60 or more semester

hours and valid in elementary schools in any state whose certification requirements are comparable to those of Kansas, or

3. Provide evidence that he has completed the baccalaureate degree in an elementary school curriculum from an accredited teacher education institution and meets current requirements including item B, section 91-1-2.

Renewal Requirements: (Three Year Elementary and Secondary Substitute Renewal, Code: 181. Three Year Elementary Substitute Renewal, Code: 183. Three Year Secondary Substitute Renewal, Code: 185.)

The substitute teacher certificate may be renewed once for a three-year period, providing the holder makes application for such renewal and presents evidence of 90 or more days teaching during the validity of the substitute teacher certificate, or

Upon the completion of three semester hours of credit within the six years immediately preceding the date of filing application for such renewal, providing such credit shall be granted since the issuance of the certificate for which renewal is sought. Such credit must be approved by the head of the department or school of education in the parent institution.

Subsequent renewal of the substitute teacher certificate shall require three semester hours of approved college credit.

Substitute teachers must register their certificates with the unified district superintendent, or as otherwise directed by the State Board.

(Authorized by K. S. A. 72-1388; effective date January 1, 1968; amended effective January 1, 1968; amended effective January 1, 1969; amended effective January 1, 1970.)

91-1-15

Revocation of Certificates; Contract

Any certificate issued by the State Board or by Emporia Kansas State College, Fort Hays Kansas State College, and Kansas State College of Pittsburg may be canceled by the State Board on the grounds of immorality, gross neglect of duty, annulling of written contracts with boards of education and district boards without the consent of the board which is a party to the contract, or for any cause that would have justified the withholding thereof when the same was granted. Provided, that any certificate issued as aforesaid is hereby declared canceled and revoked when the holder of such certificate shall have been convicted of a felony in the state of Kansas or in any other state of the United States.

The State Board may reinstate a certificate which has been revoked or suspended upon finding that the applicant otherwise meets the qualifications for certification and that the grounds for suspension or revocation no longer exist.

An applicant whose certificate has been revoked or suspended in another state shall not be eligible for certification in Kansas until the applicant's certificate is reinstated in the state in which the suspension or revocation occurred.

NOTE.—Contracts are void unless the teacher holds a valid certificate. Written notice of contract termination by a school board on or before March 15 is required. Written notice of termination by the teacher on or before April 15 is required; otherwise, the existing contract is continued. The certificate of any teacher may be suspended if the teacher, after contracting with one school, signs another contract for the same school year in conflict with the provisions of the original contract. (Read in full the text of the Continuing Contract Law as provided in 72-5410-11-12, 1951 Supp. to G. S. 1949.)

(Authorized by K. S. A. 72-1383; effective date January 1, 1966; amended effective January 1, 1968; amended effective January 1, 1970.)

91-1-16

Payment of Salary; Certificate Registration

It shall be unlawful for any district board, board of education, or other agency controlling any elementary or secondary public school or public community junior col-

lege in the state of Kansas to issue an order for payment of the salary of any teacher, supervisor, or administrative officer who does not hold the teacher's, supervisor's or administrative officer's certificate which is valid in the State of Kansas for the particular kind of work which he performs.

No certificates to teach in Kansas shall be valid until such certificate is registered in the office of the unified district superintendent in the district in which the holder is to teach.

(Authorized by K. S. A. 72-1390; effective date January 1, 1966; amended effective January 1, 1969; amended effective January 1, 1970.)

91-1-17

Military Service Recognized in Renewal of Certificate

The holder of a teacher or administrator certificate who engaged in military service during all or part of the term the certificate was valid, may be issued the renewal of his certificate upon receiving honorable discharge from the service, provided he applies to the State Board for such renewal within one year after the date of his discharge. Formal application accompanied by the fee of five dollars must be submitted to the State Board. The renewal will carry a current date and will be valid for the same length of time as was the original certificate, or

The returned veteran may have his certificate extended the length of time the certificate was valid while he was in military service. The extension will be carried forward from the date of his discharge. No application or fee is required for this extension. It is required, however, that the certificate be submitted to the State Board together with official evidence of the date of entering military service and the date of honorable discharge.

(Authorized by K. S. A. 72-1388; effective date January 1, 1966; amended effective January 1, 1967; amended effective January 1, 1969; amended effective January 1, 1970; amended effective January 1, 1973; amended effective May 1, 1975.)

91-1-18

Definition of Terms

A. The term "Commissioner of Education" when used in this handbook refers to the chief state school officer, the former position of State Superintendent of Public Instruction in Kansas.

B. The State Department of Education when referred to herein shall mean the State Board of Education,

and the officers and assistants appointed as authorized. The term State Board shall mean the State Board of Education.

C. A year's teaching experience when referred to herein shall be a minimum of 32 weeks (160 days). Teaching 160 days full-time under contract over a consecutive three-year period during the immediate past six years will prevent a life or continuing certificate from lapsing from nonuse.

D. School Day. In counting days taught under the substitute teacher certificate, for purposes of determining the validity of this particular certificate, teaching any part of or all of the day shall count as one day.

E. All credit referred to in certificate regulations is semester-hour credit and shall be earned in an institution accredited by the State Board, or shall be validated in an institution accredited by the State Board.

F. An official transcript is a student record which bears the official seal of the college and the signature of the registrar.

G. Recent credit shall mean credit earned during the six-year period immediately preceding the date of enrollment, completion of program, application, qualification or other comparable date under consideration.

H. Parent institution shall mean that institution designated by an applicant as the college or university whose requirements shall be met and upon whom the student will depend for the institutional recommendation.

I. Resident credit shall consist of courses which are offered on the campus of the institution or in the city in which the institution is located and courses taken by students regularly enrolled in residence as field work which is a specific part of a given curriculum, and provided further such work is accepted as resident credit by the institution offering the course.

J. Standard Certificate. Any certificate for which renewal privilege is granted and renewal requirements are stated in the current certificate handbook and the certificate authorizes the holder to teach one or more school years shall be regarded as standard.

(Authorized by K.S.A. 72-1388; effective date January 1, 1966; amended effective January 1, 1970.)

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91-1-19

Accredited Out-of-State Colleges And Universities

A. Out-of-State Colleges and Universities Accredited by the State Board. The State Board may accredit out-of-state colleges and universities which are accredited by the State Department of Education, or comparable agency, of the state in which the institution is located, provided such state has officially adopted a set of standards or a guide for accrediting or approving institutions or programs for teaching teacher education, and provided further that said state makes available a list of institutions within its borders which it accredits or approves for teacher education. In addition, the State Board will accredit any institution which is accredited by the National Council for the Accreditation of Teacher Education or by the regional association in which the institution is located.

The State Board will accredit out-of-state institutions offering two-year programs of education at the freshman-sophomore level if such institutions are accredited or approved by the State Department of Education in the state in which such institution is located.

B. Validation of Credit. The degree from a college not accredited may be accepted as the basis for a certificate, provided the holder of the degree has been admitted without limitation to graduate standing in an institution of higher education accredited by the State Board, and provided he has completed not less than eight semester hours of resident credit from graduate courses approved by the head of the department of education or dean of the school or college of education in the institution following such admission.

Credit presented in excess of 64 semester hours or one-half a baccalaureate curriculum must be granted by an institution accredited by the State Board as a four-year college or university unless otherwise specifically authorized.

(Authorized by K. S. A. 72-1388; effective date January 1, 1966; amended effective January 1, 1967; amended effective January 1, 1970; amended effective January 1, 1972; amended effective January 1, 1973; amended effective May 1, 1975.)

91-1-20

Upper Level Credit Required and Completion of Teacher Education Program

Not less than eight of the prescribed semester hours for teaching in the fields of English, social science, science, and home economics, and eight semester hours of the prescribed professional education credit for degree certificates shall be of senior college upper-division level.

(Authorized by K. S. A. 72-1388; effective date January 1, 1966; amended effective January 1, 1970.)

91-1-21

Foreign Exchange Teachers

The State Board may issue a teacher certificate, valid for a period of one year, to persons participating in the foreign exchange teachers plan, provided, in the judgment of the State Board, such person has completed a program of teacher education comparable to that required in Kansas. Such certificates shall be valid in any school and for teaching any subject which may be designated on the certificate by the State Board.

(Authorized by K. S. A. 72-1388; effective date January 1, 1966; amended effective January 1, 1970.)

91-1-22

Subject and Field Requirements

A. Administration

1. Requirements for Secondary Administrators: A superintendent, assistant superintendent, principal, vice-principal, acting principal, and any other person charged with general administrative policies and activities of a high school or junior high school shall hold an administrator certificate, provided: This requirement does not apply to administrators of high schools identified as Class "C" prior to January 1, 1959, and of junior high schools who remain in the same administrative position in which they were employed for the 1951-1952 school year.

   An appropriate school administrator certificate qualifies the holder for the position of administrator in any school in Kansas, and for teaching any subjects, including supervision or other spe-

cific administrative or teaching services for which he is regularly qualified.

2. **Requirements for Elementary Administrator:** An elementary principal certificate or an administrator certificate shall be held by each person holding the position of elementary principal, assistant elementary principal, acting elementary principal, or general elementary supervisor in schools employing four or more teachers (full-time equivalent; for example, two half-time teachers count as one). The elementary principal certificate qualifies the holder for the position of principal, supervisor, or teacher in any elementary school in Kansas.

3. **Requirements for Elementary School Supervisors and Directors:** General elementary school supervisors and directors shall meet the same professional requirements as elementary school principals. (Supervisors of special fields such as art and music need not hold the elementary principal certificate.)

B. **Teacher Preparation Requirements:** (The following requirements are for secondary schools unless otherwise stated.)

1. **(A) In the Six-Six Organization Plan:** All teachers assigned to teach in grades 10, 11, and 12 in high schools under the 6-6 plan of organization, shall meet subject and field requirements of the regular four-year high school. Teachers in such schools who teach grades 7, 8, and 9 only, must meet junior high school field requirements and must hold either a valid elementary or secondary certificate.

   (B) Extension of secondary certificates to grades 5 and 6: The secondary certificate shall be extended to grade 5 and 6 providing the candidate's preparation includes work in child and adolescent psychology, he has experience (student or other teaching experience from grades 5 through 9), and has 15 hours in each field or subject to be taught. (This will not qualify the holder to teach grades 5 and 6 in a self-contained classroom.)

2. **In the Junior High School:** Junior high school teachers shall have obtained a minimum of fifteen semester hours of credit in each field or subject taught.

3. **Business: Typewriting, Shorthand, Bookkeeping, Business Arithmetic, Office Practice and other Comparable Courses in Business:** Twenty-four semester hours in the field with the equivalent of

six semester hours in each subject taught, of which at least two semester hours must be resident college credit in other than the beginning courses.

4. Secondary and Elementary School Counselors:

(A) Secondary School Counselors: The Counselor shall:

(1) Hold a valid teacher's certificate at the secondary school level.

(2) Have had at least two years of successful teaching and/or counseling experience in an accredited secondary school.

(3) Have completed a pre-professional nucleus of at least fifteen semester hours in supporting areas as determined by the recommending institution.

(4) Have completed a master's degree with a minimum of eighteen (18) semester hours or equivalent in professional guidance courses at the graduate level and have completed a minimum of two semester hours in each of the following areas:

(*a*) Basic course in guidance and counseling (this may be at the undergraduate level).

(*b*) Individual and group appraisal (measurements in guidance, tests, and other psychological measurement).

(*c*) Occupational, educational, and sociological (environment) information and observation.

(*d*) Counseling theory and techniques.

(*e*) Supervised practice in counseling.

(*f*) Program planning of guidance services.

(5) Receive a recommendation from the parent institution. (This recommendation may be initiated by the Certification Section of the State Department of Education.)

(B) Elementary School Counselors: The Counselor in the Elementary School shall:

(1) Hold a teacher's valid degree elementary school certificate;

(2) Have had at least two years of teaching and/or counseling experience in an accredited elementary school;

(3) Have completed a pre-professional nucleus of at least 15 semester hours in

supporting areas as determined by the recommending institution;

(4) Have completed a master's degree with a minimum of 18 semester hours or equivalent in appropriate professional guidance courses at the graduate level, with preparation in each of the following areas:

(a) Basic concepts in guidance;

(b) Educational measurements (basic understanding of educational measurement concepts and use of standardized tests);

(c) Child study and appraisal (use of cumulative records, sociometric techniques, case studies, and other psychological measurements);

(d) Individual intelligence testing (verbal and performance);

(e) Counseling theory and techniques (appropriate for counselors in the elementary school);

(f) Supervised practicum in guidance and counseling in the elementary school;

(g) Development operation of guidance services in the elementary school.

(5) Receive a recommendation from the parent institution. (This recommendation may be initiated by the Certification Section of the State Department of Education.)

5. Data Processing: Six semester hours in courses called data processing and must include one course in introductory data processing which covers basic computer concepts. (Effective Date: January 1, 1974.)

6. Driver and Aerospace Education

A. Driver Education: Eighteen semester hours distributed as follows:

Required courses: Driver education, six semester hours; general safety, three semester hours; psychology, three semester hours.

Elective courses: Six semester hours selected from such courses as visual education, auto mechanics, sociology, and other courses dealing with human relations such as problems in American democracy, law enforcement, traffic problems, and court procedures. (The "standard" requirement applies to all teachers of Driver Education.) A teacher

who meets Kansas requirements for teaching driver education prior to or during the 1966-67 term of school remains eligible as a teacher of driver education, provided the teacher remains in the same position and school.

B. Aerospace Education: Eighteen semester hours distributed as follows:

Required courses: Nine semester hours.

1. *Aerospace/Aviation Education I.*
2. *Additional hours in:*
   a. *Aerospace/Aviation Education*
   b. *Meteorology*
   c. *Astronomy*
   d. *Aeronautics*
   e. *History of aviation*
   f. *Air transportation*
   g. *FAA certified program (if approved by college for credit) i.e., private pilot license or higher, or basic ground instructor license or higher.*

Elective courses: Nine semester hours selected from such courses as visual education, sociology, economics, psychology, business education, industrial arts, mathematics, science.

Aerospace education may be included in qualifying for a high school diploma in one of the following fields: social science, industrial arts, business, mathematics, and science provided the subject matter is so appropriate to the classification in which credit is awarded and the teacher qualifies to teach this subject in that field.

That a limit of two Aerospace/Aviation Education workshops or courses be counted toward the total of 9 required hours for certification.

That acceptance of FAA certificated programs counted toward the requirements for certification be contingent upon the parent college recognizing this experience and granting credit hours thereon.

7. English Language Arts (Effective 1-1-73)

A. English-Composition, Language: Thirty-six semester hours with twenty-four semester hours to be in basic English courses of composition, literature, and study of the English language. Included must be one course in American Literature and one

course in advanced composition and one of the following: modern grammar, linguistics or the history of the English language. Twelve semester hours shall include one course in speech; the remaining hours may be in additional courses in composition, literature and study of the English language and/or in the related fields of speech and theatre arts, journalism, and the teaching of reading.

B. Journalism (*For courses offered for credit*): Twelve semester hours in such courses as the following: basic journalism, photography, survey of mass communications, reporting, and school publications.

C. Speech and Theater Arts: Fifteen semester hours in such courses as the following: public speaking, theater, discussion and debate, oral interpretation, and voice and diction.

8. Fine Arts:

a. Music: Sixty-two semester hours in the field for teaching all phases of music in secondary and elementary schools, or twenty-four semester hours in vocal music for teaching vocal music only, or twenty-four semester hours in instrumental music for teaching instrumental music only. Applicants holding forty-eight semester hours in music and meeting the above requirements, may teach in both the vocal and instrumental fields in secondary schools.

b. Other Fine Arts: (Effective until September 1, 1974.) Twenty-four semester hours in the field with some preparation in each subject taught.

c. Visual Arts: *(Effective date: September 1, 1974) Thirty-six (36) semester hours in the field to include a course in art history and a minimum of twenty-four (24) semester hours in studio courses with some preparation in at least five of the following areas: drawing, painting, graphics, sculpture, ceramics, jewelry, metal work, weaving and design.*

9. Foreign Languages:

a. Latin: Fifteen semester hours or a statement by the college that the teacher's knowledge of Latin is the equivalent of fifteen semester hours regardless of how the language skill was acquired by the individual. (The "standard" requirement applies to all teachers of Latin.)

b. Modern: Twenty-four semester hours in the modern language to be taught, or fifteen semester hours in the modern language to be taught if the teacher holds twenty-four semester hours in another modern language, or an applicant may substitute a statement by the authorized college official designating the number of semester hours not to exceed twenty-four, which may be accepted as an equivalent to any part of the language requirements.

10. A. Home Economics (General): A minimum of twenty-four semester hours in home economics distributed as follows:

Six semester hours in foods and nutrition in studies such as: foods (preparation, selection and marketing, meal planning and service), nutrition, dietetics, and school food service.

Six semester hours in clothing, textiles, and related art studies such as: clothing construction, clothing selection and buying, costume design, clothing design, and textiles.

Six semester hours in home and family living from studies such as: housing, home furnishings, home management or home administration, family finance, consumer buying, family health, home nursing or home care of the sick, family relations, child development, personal health and development.

Six semester hours from the above areas according to the student's need.

General or comprehensive courses in home economics which include a number of phases from two or more areas may be counted in the twenty-four semester hours, with apportionment in the various areas as recommended by the college in which the courses were taken.

Three semester hours of education courses shall be directed teaching in home economics.

11. Industrial Arts Education (General)

A. (Effective until September 1, *1972*): Twenty-four semester hours in the industrial arts field with six or more semester hours in each subject taught.

B. (Effective September 1, *1972*):

1. Comprehensive General Shop: Twenty-four semester hours in the field of industrial arts including course work in at least six of the following major areas

drafting, woods, metals, electricity/electronics, power mechanics, graphic arts, plastics, or crafts (industrial). Must include work in all areas taught.

2. Drafting, Electricity/Electronics, Graphic Arts, Metals, Plastics, Power and Automotive Mechanics, Woods: Twenty-four semester hours in the field of industrial arts with nine semester hours in the subject taught.

12. Secondary and Elementary School Librarians:

A. Secondary School Librarian:

The high school or junior high school librarian shall hold a certificate valid for teaching in high school *or junior high school* and shall have obtained minimum library education as follows: (library science and audio-visual courses appropriate to the education of librarians):

Junior high school enrollment,
fewer than 500 .....15 semester hours
500 or more .....24 semester hours
High school enrollment,
fewer than 500 .....15 semester hours
500 or more .....24 semester hours.

B. Elementary School Librarian:

The elementary school central librarian shall hold a certificate valid for teaching in the elementary school and shall have minimum library training (library science and audio-visual courses) of at least 15 semester hours.

13. Mathematics

A. (Effective until September 1, *1972*): Eighteen semester hours in the field of mathematics.

B. *(Effective September 1, 1972):*

1. General Mathematics (or equivalent) (code 1100).
Eighteen (18) semester hours in the field of mathematics.

2. *Other Mathematics* (code 1121).
Eighteen (18) semester hours in the field of mathematics to include only courses beginning at a level equivalent to analytic geometry and calculus.

14. Physical Education and Health (Men and Women) *(Effective until September 1, 1974):*

A. Twenty-four semester hours, including a minimum of five semester hours in the field of health, physiology, first aid or hygiene and a

minimum of ten semester hours in the field of physical education, including teaching methods in physical education.

B. *(Effective September 1, 1974.)*

1. *Physical Education: Twenty-four (24) semester hours, including a minimum of eighteen (18) semester hours in physical education and including at least one course in each of the following: human anatomy, human physiology, and at least six (6) semester hours in each of the following areas: skill courses in physical education activities, theory courses in sports and/or dance, and theory courses in physical education.*
2. *Health Education: Eighteen (18) semester hours in courses related to health education and including at least one course in each of the following: human anatomy, human physiology, first aid, and community health.*

15. Psychology and Special Education:

a. Psychology: Twenty-four semester hours of credit in the field of psychology and education with at least six semester hours of credit in psychology.

b. Special Education.

15-1. Basic requirements common to all special education teachers unless otherwise noted:

1-1. A Kansas teacher certificate valid at the level of instruction. (See 91-1-5, 3, and 4a.)

1-2. A minimum of 36 weeks of successful service in a full-time paid professional position prior to approval. Persons who do not have a record of such experience may be approved on a provisional basis until this experience requirement has been fulfilled.

1-3. General competencies to be acquired through 8 to 12 semester hours of course work prescribed by the recommending teacher education institution. Any one course may be used or counted in acquiring more than one proficiency:

1-3-1. An understanding of exceptional children and of the field of special education.

1-3-2. An understanding of the home, school and community relations of exceptional children.

1-3-3. Knowledge and skill in the techniques of counseling and interviewing with special application to working with parents of exceptional children.

1-3-4. An understanding of the role of the

special education teacher in the total program of educational, medical, psychological and welfare services in the community and sufficient background to receive and to use confidential information from these sources.

15-2. Additional Requirements for Teachers of Crippled Children in Special Classes:

2-1. Teachers of crippled children in special classes must have completed 22 additional semester hours of credit, including course work in the following fields:

2-1-1. Six semester hours in the general education of crippled children, such as: Therapeutic Care of the Crippled Child, Problems and Education of the Cerebral Palsied Child, Problems and Education of the Hospitalized Child, Problems and Education of the Brain-Injured Child.

2-1-2. Six semester hours in curriculum and methods, such as: Child Study and Mental Hygiene of the Handicapped, Curriculum Adjustments for Crippled Children, Program Planning for the Crippled Child, Arts and Crafts for the Handicapped, Methods and Materials for the Mentally Retarded.

2-1-3. Two semester hours in student teaching, such as: Supervised Experience with Crippled Children.

2-1-4. Two semester hours in physical characteristics, such as: Survey of Orthopedic Conditions, Orthopedics for Teachers of Crippled Children, Survey of Physical Defects, Medical Aspects of Cerebral Palsy.

2-1-5. Six semester hours in related courses such as: Introduction to Speech Correction, Speech Correction for the Cerebral Palsied, Fundamentals of Vision and Hearing, Educational and Vocational Guidance of the Handicapped.

2-2. In special cases, upon recommendation of the training institution, provisional approval will be granted to a person who has planned a program of study leading to approval, and who has completed at least six semester hours of required course work. This approval may be extended one year at a time providing the person continues to progress toward meeting requirements for approval.

15-3. Additional Requirements for Teachers of Homebound and Hospitalized Children:

3-1. Full-time teachers: must have completed at least ten semester hours of credit, including courses in the following fields:

3-1-1. Arts and crafts for the physically handicapped.

3-1-2. Audio-visual aids.

3-1-3. Medical and psychological aspects of physically handicapped children.

3-1-4. Supervised teaching in home or hospital setting. (Two years of teaching homebound or hospitalized children may be substituted for this supervised teaching.)

3-2. Part-time teachers: must have valid Kansas teaching certificate.

15-4. Additional Requirements for Teachers of Mentally Retarded Children.

4-1. Teachers of educable retarded children:

4-1-1. At least six semester hours of credit in related or background areas, including course work in two or more of the following fields: individual mental testing, speech correction, psychology of adjustment, human physiology or human biology.

4-1-2. At least 12 semester hours of additional credit with course work in each of the following fields:

4-1-2-1. Mental retardation and related research.

4-1-2-2. Classroom organization for classes of educable mentally retarded children.

4-1-2-3. Curriculum development, including methods and materials for mentally retarded children.

4-1-2-4. Occupational information.

4-1-2-5. Supervised teaching of educable mentally retarded children.

4-1-3. (Effective until January 1, 1976.) In special cases, upon recommendation of the training institution, provisional approval for one school year will be granted to a person who holds a degree certificate, who has planned a program of study leading to approval, and who has completed at least six semester hours of required course work four of which must be included under Sub. Sec. 15-4-1-2 above. This approval may be extended one year at a time providing the person continues to progress toward meeting requirements for approval.

4-2. Teachers of severely handicapped trainable children.

4-2-1. At least four semester hours of credit in related or background areas, including course work in two of the following: speech correction, psychology of adjustment, human physiology or human biology.

4-2-2. At least 12 semester hours of additional credit, including course work in each of the following fields:

4-2-2-1. Mental retardation and related research, including clinical types.

4-2-2-2. Classroom organization for classes for severely retarded children.

4-2-2-3. Curriculum development, including methods and materials for severely retarded children.

4-2-2-4. Survey of residential schools and sheltered workshops.

4-2-2-5. Supervised teaching of severely retarded children, at least a part of which shall be in a state training school.

4-2-3. (Effective until January 1, 1976.) Upon recommendation of the employing superintendent, provisional approval may be granted for one year at a time to a person who holds a Kansas teaching certificate, and who engages in a continuous program of study leading to approval or who participates in an in-service training program prescribed by the Special Education Section.

15-5. Additional Requirements for School Psychological Personnel.

5-1. School Psychologist I (Psychological Service Workers):

5-1-1. At least 60 semester hours of professional training, including a Master's degree, distributed as indicated below:

5-1-1-1. A minimum of 30 semester hours credit in areas such as child psychology, abnormal behavior, psychological backgrounds, educational backgrounds.

5-1-1-2. A minimum of 15 semester hours of credit in areas such as assessment, evaluation and diagnosis: individual intelligence testing (verbal and performance), educational diagnosis, theory of psychological tests, psychological assessment of exceptional children, clinical practicum and supervised field work.

5-1-1-3. A minimum of 15 semester hours of credit in areas such as school adjustment (e. g., psychology of remedial education, health problems of the school child, mental hygiene, community services, counseling, group dynamics, school programs for exceptional children, remedial techniques, school social work).

5-1-2. At least 200 clock hours of supervised experience (diagnosis and therapy) in a clinical setting in which most of the work is with chil-

dren, or the equivalent of this in other clinical experience of an approved type.

5-1-3. A person who meets the requirements of Sub. Sec. 15-5-1-2 and lacks not more than five semester hours in each of Sub. Sec. 15-5-1-1-1, Sub. Sec. 15-1-1-2 and Sub. Sec. 15-5-1-1-3 above, may upon recommendation of the training institution be given provisional approval for one school year. This approval may be extended one year at a time providing the person continues to progress toward meeting requirements for approval at the rate of five semester hours of additional credit each year.

5-2. School Psychologist II. (Supervising School Psychologist.)

5-2-1. Meets all of the requirements for School Psychologist I, and has:

5-2-2. Completed six additional graduate semester hours in such areas as assessment, evaluation and diagnosis (Sub. Sec. 15-5-1-1-2) and has completed 24 additional graduate semester hours in school adjustment (Sub. Sec. 15-5-1-1-3), and has:

5-2-3. At least 200 additional clock hours in supervised clinical experience (Sub. Sec. 15-5-1-2).

15-6. Additional Requirements for School Social Workers.

6-1. Completed the requirements for a Master's degree in an accredited School of Social Work which would include at least 30 graduate semester hours of professional preparation including:

6-1-1. Courses leading to an understanding of the medical, educational, and psychological aspects of the individual child, and of the physical, emotional, and intellectual forces affecting their growth and development.

6-1-2. At least 200 clock hours in supervised case work experience, part of which must be in a public school situation.

15-7. Additional Requirements for Speech Clinician and Hearing Specialists.

7-1. Speech Clinician:

7-1-1. At least 60 semester hours of professional training including a master's degree or its equivalent in speech pathology. These hours should be distributed as indicated below:

7-1-1-1. At least 18 semester hours in courses that provide information about the normal development and use of speech, hearing and language.

7-1-1-2. A minimum of 42 semester hours in courses that provide information about the training in the management of speech, hearing and language disorders and that provide information supplementary to these fields.

a. At least 6 must be in hearing.

b. No more than 6 can be in courses that provide academic credit for clinical practice. 275 clock hours of supervised clinical practice, one-fourth of which must be in group therapy situations, are required. These may be accumulated as part of the 6 hours. This supervised practicum may be wholly or in part included in the supervised teaching experience required for the regular certificate.

c. At least 24, not including credit for thesis or dissertation, must be in courses in speech pathology.

d. Thirty must be in courses acceptable toward a graduate degree by the college or university in which these courses are taken.

7-1-2. In special cases upon the recommendation of the training institution a speech clinician may be tentatively approved if he has completed the above requirements with the exception of the 8 hours of course work which meets the general competencies required of all special education personnel. (Sub. Sec. 15-1-3.) A maximum period of three years in which to complete full approval requirements will be granted.

7-2. School Audiologist:

7-2-1. At least 60 semester hours of professional training, including a Master's degree or its equivalent in audiology. These hours should be distributed as indicated below.

7-2-1-1. At least 18 semester hours in courses that provide information about the normal development and use of speech, hearing, and language.

7-2-1-2. A minimum of 42 semester hours in courses that provide information about and training in the management of speech, hearing, and language disorders and that provide information supplementary to these fields.

a. At least 6 semester hours must be in speech.

b. No more than 6 semester hours can be in courses that provide academic credit for clinical practice; 275 clock hours of supervised clinical practice are required. These may be accumulated as part of the 6 hours. This supervised practicum may be wholly or in

part included in the supervised teaching experience required for the regular certificate.

c. At least 24 semester hours, not including credit for thesis or dissertation, must be in courses in Audiology and/or Deaf Education.

d. Thirty semester hours must be in courses acceptable toward a graduate degree by the college or university in which these courses are taken.

7-2-2. In special cases upon the recommendation of the training institution a school audiologist may be tentatively approved if he has completed the above requirements with the exception of the 8 hours of course work which meets the general competencies required of all special education personnel. (Sub. Sec. 15-1-3.) A maximum period of three years in which to complete full approval requirements will be granted.

7-3. Hearing Clinician:

7-3-1. A minimum of 12 semester hours in courses that provide information about human growth and development, including speech, hearing and language, and which are supportive to professional speech and hearing courses.

7-3-2. A minimum of 12 semester hours in clinical audiology, excluding credit for practicum.

7-3-3. A minimum of 8 semester hours in speech pathology, including coursework in the management of articulation disorders.

7-3-4. A minimum of 10 semester hours in aural habilitation, including coursework in auditory training, speech reading, and language for the deaf.

7-3-4-1. In special cases, upon the recommendation of the training institution, a hearing clinician may be tentatively approved with 12 semester hours in 7-3-2, 6 semester hours in 7-3-3, and 10 semester hours in 7-3-4, plus the practicum requirement. All other requirements, including the 8 semester hours required in Sub. Sec. 15-1-3, must be met for permanent certification.

7-3-5. Three hundred clock hours of supervised clinical practice, at least half of which is with children, and divided evenly between clinical audiology and aural habilitation. This supervised practice may or may not be wholly or in part included in the supervised teaching experience required for the regular certificate.

7-4. Teacher of the Hard of Hearing and Deaf:

7-4-1. A minimum of 12 semester hours in courses that provide information about human growth and development, including speech, hearing, and language, and which are supportive to professional speech and hearing courses.

7-4-2. A minimum of 16 semester hours in aural habilitation, including courses in speech for the deaf, language for the deaf, and curriculum adaptation for the deaf. No more than 4 semester hours in clinical practicum may be counted in this area.

7-4-3. A minimum of 8 semester hours in clinical audiology, including speech reading, auditory training and clinical audiology.

7-4-4. A minimum of 6 semester hours in speech pathology.

7-4-4-1. In special cases, upon the recommendation of the training institution, a teacher may be tentatively approved with 16 semester hours in 7-4-2, 8 semester hours in 7-4-3, plus the practicum requirements. All other requirements, including the 8 semester hours required in Sub. Sec. 15-1-3 must be met for permanent certification.

7-4-5. Three hundred clock hours in clinical practicum, three-quarters of which are in group instruction. This supervised practice may or may not be wholly or in part included in the supervised teaching experience required for the regular certificate.

15-8. Additional Requirements for Teachers of Visually Handicapped Children.

8-1. Teachers of partially-seeing children:

8-1-1. Ten semester hours of credit including course work in each of the following:

8-1-1-1. Organization and administration of facilities for partially-seeing, physical surroundings and equipment, and sight conservation measures.

8-1-1-2. Methods and materials of teaching partially-seeing children.

8-1-1-3. Occupational information.

8-1-1-4. Anatomy, physiology and hygiene of the eye, principles of refraction, refractive errors and common eye diseases together with observation of cases.

8-1-1-5. Supervised teaching with partially-seeing children.

8-1-2. In special cases upon recommendation of the training institution, provisional approval for one school year will be granted to a person

who holds a degree certificate, who has planned a program of study leading to permanent approval, and who has completed a minimum of six semester hours of required course work. This approval may be extended one year at a time provided the person continues to progress toward meeting requirements for approval.

8-2. Teachers of blind children:

8-2-1. Same as standards for teachers of partially-seeing children except that the emphasis is on teaching the blind. Under Sub. Sec. 15-8-1-1-2 above the methods should include a mastery of teaching Braille, and familiarity with the various materials and devices used in instructing the blind. The supervised teaching under Sub. Sec. 15-8-1-1-5 must be at least part-time with blind children and part-time with partially-seeing children.

15-9. Additional Requirements for Supervisors of Special Education:

9-1. Meets standards for approval in any one of the special education areas.

9-2. Or holds an elementary principal's certificate for Kansas, and has had one or more years of experience in supervision of elementary schools.

9-3. Has completed nine semester hours in administration and supervision, with at least one course in administration of special education programs including legal provisions.

9-4. If the person qualifies under Sub. Sec. 15-9-1 he must in addition complete 18 semester hours of college work with at least six hours in each of three special education areas other than the one in which he has specialized.

9-5. If the person qualifies under Sub. Sec. 15-9-2 he must complete 27 semester hours of college work with at least nine hours in each of three special education areas.

9-6. In special cases upon recommendation of the training institution, provisional approval may be granted to a person who has completed six semester hours of graduate credit under either Sub. Sec. 15-9-4 or Sub. Sec. 15-9-5 and who meets all other requirements. This approval may be extended one year at a time provided the person continues to progress toward meeting the requirements for permanent approval.

15-10. Additional Requirements for Teachers of Learning Disabled Children:

10-1. A least 9 graduate semester hours of

credit in related or background areas, leading to competencies in each of the following:

10-1-1. Educational assessment of exceptional children.

10-1-2. Management of classroom behavior.

10-1-3. An understanding of language development and disorders of communication.

10-2. At least 13 graduate semester hours of additional credit in the learning disability area with training in each of the following:

10-2-1. Learning disabilities and related research.

10-2-2. Education of the learning disabled child including competencies in remedial education.

10-2-3. Supervised teaching (practicum) with learning disabled children.

10-3. Recommendation from major training institution.

10-4. Thirty-six weeks successful teaching experience in a public school sponsored Learning Disability Program subsequent to completion of training sequence.

10-5. Upon recommendation of the training institution, provisional approval for one school year will be granted to a person who holds a degree certificate, who has completed one year of regular or special classroom teaching experience at the level of certification desired, who has planned a program of study leading to full approval and completed at least 8 hours of coursework agreed upon by the training institution and the Special Education Section, State Department of Education. This approval may be extended one year at a time providing the person continues yearly to progress toward meeting requirements for full approval. A maximum period of five years in which to complete full approval requirements will be granted.

15-11. Additional Requirements for Teachers in Personal and Social Adjustment Programs:

11-1. At least eight semester hours of graduate credit in related or background areas, including course work in each of the following: introduction to psychological testing, behavior management and diagnosis and remediation of learning problems.

11-2. At least 13 semester hours of additional graduate credit in the major area including coursework in each of the following areas:

11-2-1. Characteristics of the emotionally disturbed.

11-2-2. Education of the emotionally disturbed.

11-2-3. Supervised teaching with the emotionally disturbed.

11-3. Recommendation from major training institution.

11-4. Thirty-six weeks successful teaching experience in a public school sponsored Personal and Social Adjustment Program subsequent to completion of training sequence.

11-5. Upon recommendation of the training institution, provisional approval for one school year will be granted to a person who holds a degree certificate, who has planned a program of study leading to full approval and has completed a specified number of hours of coursework agreed upon by the training institution and the Special Education Section, State Department of Education. This approval may be extended one year at a time providing the person continues yearly to progress toward meeting requirements for full approval. A maximum period of five years in which to complete full approval requirements will be granted.

15-12. Other Areas

12-1. In the absence of adopted standards individual approval will be given to:

Teachers of Intellectually Gifted Children, and Teachers of Children with Special Health Problems.

16. **Reading Specialist:**

A. **The Elementary School Teacher of Special Reading Classes shall:**

1. **Hold a valid teacher's degree certificate at the elementary school level.**
2. **Have at least two years of teaching experience at the elementary level.**
3. **Meet requirement "C" below.**

B. **The Secondary School Teacher of Special Reading Classes shall:**

1. **Hold a valid teacher's degree certificate at the secondary school level.**
2. **Have at least two years teaching experience at the elementary or secondary level.**
3. **Meet requirement "C" below.**

C. **Both Elementary and Secondary School Teachers of Special Reading Classes shall, in addition to "A" and "B" above:**

Complete 12 semester hours of graduate level reading courses with preparation in each of the following areas:

(*a*) Foundations of survey of reading (this area may be waived for another reading course if completed at the undergraduate level).

(*b*) Diagnosis and correction of reading disabilities.

(*c*) Clinical or laboratory practicum in reading.

17. Science: All Physical and Biological Sciences: Twenty-four semester hours in the field of science with a minimum of twelve semester hours in the subject taught.

(*a*) Biology: Twenty-four semester hours in science with twelve semester hours in biology which shall include a laboratory course in (1) general botany and (2) a laboratory course in general zoology, or a laboratory course in general biology which includes both botany and zoology.

(*b*) Chemistry: Twenty-four semester hours in science with twelve semester hours in chemistry which shall include courses in each of the following: inorganic, organic, and analytical chemistry.

(*c*) Physics: Twenty-four semester hours in science with twelve semester hours in physics which shall include at least one physics course for which a general one-year laboratory course in physics is a prerequisite.

(*d*) Earth Science: Twenty-four semester hours in science with twelve hours in earth science which shall include laboratory or field work in physical and historical geology. Basic concepts in meteorology and astronomy shall be included in the twelve-hour earth-science requirement. (Effective Date: January 1, 1977).

(*e*) General Science: Twenty-four semester hours in the field of science, including one laboratory course in each of the sciences, biology, chemistry, and physics and include full qualification to teach in one of the sciences (biology, chemistry, and physics).

(*f*) Botany, Zoology, Agriculture, Aeronautics, Geology, and Other Science Courses: Twenty-four semester hours in the field of science with six semester hours in each subject taught.

(NOTE: No courses shall be counted toward science certification other than those offered in a science department, e. g., biology, botany, zoology, chemistry, physics, geology, etc.).

18. Social Science: (Effective 9-1-71)

Thirty-six (36) semester hours field requirement with a minimum of twelve (12) semester hours *to teach each of the following courses:* U. S. history, government and *world history.* A minimum of six (6) semester hours *is required* for the teaching of anthropology, economics, sociology, geography and other courses in the social sciences.

19. All Subjects:

Any person qualifying and teaching in a field and subject and employed full time under regular contract during the six-year period immediately preceding increasing a subject or field requirement shall remain eligible to teach the same subject in any school which is a part of the same school system.

(Authorized by K. S. A. 72-1383; effective January 1, 1966; amended effective January 1, 1967; amended effective January 1, 1968; amended effective January 1, 1969; amended effective January 1, 1970; amended effective January 1, 1971; amended effective January 1, 1972; amended effective January 1, 1973; amended January 1, 1974; amended effective May 1, 1975.)

Additional Information

I. LEGAL OPINIONS

Recommendation and Opinions from the Office of the State Accountant and Attorney General

1. Fees

". . . certificates are mailed at the applicant's risk. Letters not delivered should be returned unclaimed. Duplicate certificates should be issued only upon receipt of application accompanied by the proper fee. Fees are mailed at the applicant's risk. Complaints of applicants should, however, be investigated.

"All application fees received are deposited with the state treasurer and credited to the certificate fee fund. The statute contains no provision for refund of these application fees.

"All application fees should be remitted by check or money order made payable to the State Department of Education. This office cannot guarantee the receipt of currency mailed with applications for certificates."

2. Vocational Instructors in Junior Colleges

". . . it is the opinion of this office that vocational instructors in federally reimbursed programs at two-year colleges or public community junior colleges are subject to the certification requirements in K. A. R. 91-1-9 which are not altered by the adoption of House bill 2529 or 2530."

II. KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM

All inquiries pertaining to teacher retirement should be directed to Kansas Public Employees Retirement System, 1 Townsite Plaza, Room 400, Topeka, Kansas 66612

III. TEACHER PLACEMENT SERVICE NOT PROVIDED

The State Department of Education does not provide any teacher placement service. Teachers desiring assistance in obtaining positions should consult outside agencies. Practically all of our Kansas colleges offer placement assistance to their students and alumni.

Accredited Colleges and Universities

Kansas Colleges

Emporia Kansas State College, Emporia
Fort Hays Kansas State College, Hays
Kansas State College of Pittsburg, Pittsburg

Kansas Universities

Kansas State University, Manhattan
University of Kansas, Lawrence
Wichita State University, Wichita

Municipal Universities

Washburn University, Topeka

Private Colleges and Universities

Baker University, Baldwin
Benedictine College, Atchison
Bethany College, Lindsborg
Bethel College, Newton
Friends University, Wichita
Kansas Newman College, Wichita
Kansas Wesleyan University, Salina
Marymount College, Salina
McPherson College, McPherson
Mid America Nazarene College, Olathe
Ottawa University, Ottawa
Saint Mary College, Leavenworth
Saint Mary of the Plains College, Dodge City
Southwestern College, Winfield
Sterling College, Sterling
Tabor College, Hillsboro

Junior Colleges

Allen County Community Junior College, Iola
Barton County Community Junior College, Great Bend
Butler County Community Junior College, El Dorado
Cloud County Community Junior College, Concordia
Coffeyville Community Junior College, Coffeyville
Colby Community Junior College, Colby
Cowley County Community Junior College, Arkansas City
Dodge City Community Junior College, Dodge City
Fort Scott Community Junior College, Fort Scott
Garden City Community Junior College, Garden City
Haskell Indian Junior College, Lawrence
Highland Community Junior College, Highland
Hutchinson Community Junior College, Hutchinson
Independence Community Junior College, Independence

Johnson County Community Junior College, Overland Park
Kansas City, Kansas, Community Junior College Kansas City
Labette Community Junior College, Parsons
Neosho County Community Junior College, Chanute
Pratt Community Junior College, Pratt
Seward County Community Junior College, Liberal

Two-Year Colleges

Central College, McPherson
Donnelly College, Kansas City
Hesston College, Hesston
St. John's College, Winfield

Certificate Procedures

The social security number appears on each teacher's certificate. It is very important to keep a correct record of this number and to include it in any communication concerning the teacher.

Code numbers identify on the certificate the highest level and subjects a teacher is qualified to teach. This coding is based on official transcripts on file in the State Department of Education.

Subject and field codes, other than those recommended by the college, may be added only if the applicant meets state adopted requirements. The certificate must be returned to the State Department of Education with a request from the applicant and a letter from the superintendent which gives assurance that the person has been employed to teach that subject.

The certificate identifies also the type of certificate and the dates of its validity. Request for a change in the kind of certificate should be sent to the director in the Certification Section, State Department of Education, Topeka, Kansas.

CODES FOR INFORMATION

LEVEL		POSITION	
2	High School	06	High School Principal
3	Junior High School	07	Junior High School Principal
4	Elementary School	08	Elementary Principal
5	Nursery School	09	Superintendent
6	Middle School		

SUBJECT CODES FOR HIGHEST SECONDARY CLASSIFICATION ONLY UNLESS OTHERWISE INDICATED

11	General Agriculture	43	Industrial Arts—General
12	Vocational Agriculture	44	Trade and Industry
14	Art	46	Library
16	Bookkeeping	45	Mathematics
17	Business Math.	52	Instrumental Music
18	Business Prin.	53	Vocal Music
19	Dist. Education	56	Personnel Services—Elem.
20	Law	57	Personnel Services—Sec.
21	Office Practices	59	Physical Education
22	Shorthand	60	Psychology
23	Typewriting	61	School Nurse
25	Driver Education	63	Biology
26	Aerospace	64	Chemistry
27	Composition	65	General Science
28	Dramatics	66	Physics
29	Journalism	67	Physical Geography
30	Literature	70	American History
31	Speech	71	Economics
33	French	72	Geography
34	German	73	Government
35	Latin	74	International Relations
36	Russian	75	Sociology
37	Spanish	76	World History
40	General Homemaking	79	Reading
41	Vocational Homemaking	80	Special Education

TYPES OF CERTIFICATES

101	3 Yr D. El & Sec
102	3 Yr D. El & Sec Re
103	3 Yr D. El
104	3 Yr D. El Re
105	3 Yr Sec
106	3 Yr Sec Re
107	5 Yr D. El & Sec
108	5 Yr D. El & Sec Re
109	5 Yr D. El
110	5 Yr D. El Re
111	5 Yr Sec
112	5 Yr Sec Re
113	1 Yr D. El & Sec
114	1 Yr D. El & Sec Re
115	1 Yr D. El
116	1 Yr D. El Re
117	1 Yr Sec
118	1 Yr Sec Re
123	D. Life (Non-lapsing)
123	D. Com
124	D. Com Re
125	Life Sp (Non-lapsing)
126	Sp Continuing
127	Sp Com Re
128	2 Yr Renewal Special
130	3 Yr Adm Prov
131	3 Yr Adm Prov Re
132	5 Yr Adm
133	5 Yr Adm Re
138	Adm Life (Non-lapsing)
139	Adm Continuing
140	Adm Continuing Re
142	3 Yr El Prin Prov Re
143	5 Yr El Prin
144	5 Yr El Prin Re
145	El Prin Life (Non-lapsing)
146	El Prin Continuing
147	El Prin Con Re
148	Adm I
149	Adm I 3 Yr Re
150	Adm I 5 Yr Re
151	Adm II
152	Adm II 3 Yr Re
153	Adm II 5 Yr Re
154	Adm III
155	Adm III 3 Yr Re
156	Adm III 5 Yr Re
157	60 Hr El Con Re
158	60 Hr El Con
159	3 Yr Re 1st Gr Co
162	60 Hr El Prov Re
163	2 Yr El Prov Re
170	1 Yr Vocational
171	1 Yr Vocational Re
172	3 Yr Vocational
173	3 Yr Vocational Re
174	5 Yr Vocational
175	5 Yr Vocational Re
180	3 Yr El & Sec Sub
181	3 Yr El & Sec Sub Re
182	3 Yr El Sub
183	3 Yr El Sub Re
184	3 Yr Sec Sub
185	3 Yr Sec Sub Re
187	3 Yr D. Early Childhood
188	5 Yr D. Early Childhood
189	3 Yr D. Early Childhood Re
190	Review Com
191	Re based on Age
192	Dup cert
196	Limited cert

TYPES OF CERTIFICATES FOR WHICH ORIGINALS ARE NO LONGER ISSUED

Code	
141	3 yr. El. Prin. Prov.
201	3 yr. Deg. El. & Sec. to 1952
202	3 yr. Ren. Deg. El. & Sec. to 1952
203	3 yr. Counselor since 1952
204	3 yr. Special Ed. since 1952
205	3 yr. Sp. based on degree and 2 yr. Sp. based on degree
206	Perm. Normal Training
207	Perm. City Cert.
208	Perm. Co. Cert.

SUBJECT CODES

(1-1-72)

POSITION

3001	Superintendent
3002	High School Principal
3007	Curriculum Director
3008	Junior High Principal
3009	Elementary Principal
3014	Director, Area Vocational-Technical School

AEROSPACE

1851	Aerospace

AGRICULTURE (Non-Vocational)

0110	General Agriculture

ART

0200	Art

BUSINESS EDUCATION

0301	Bookkeeping
0311	Business Law
0331	General Business
0341	Secretarial Training (Shorthand)
0351	Typing
0361	Office Practice
0371	Business Economics

DATA PROCESSING

0321 Data Processing

DRIVER EDUCATION

0881 Driver Education

ENGLISH AND LANGUAGE ARTS

0501 Composition
0511 Journalism (15 sem. hrs.)
0521 Literature
0551 Speech and Theater Arts (15 sem. hrs)

FOREIGN LANGUAGE ARTS

0601 French
0611 German
0621 Latin
0631 Russian
0641 Spanish
0651 Other Foreign Language

GUIDANCE

2003 Secondary Guidance
2005 Elementary Guidance

HOME ECONOMICS (General)

0910 Home Economics

INDUSTRIAL ARTS (General)

1011 General Shop
1021 Drafting
1031 Electricity and Electronics
1041 Graphic Arts
1051 Metals
1061 Plastics
1071 Power Mechanics
1081 Wood

LIBRARY

2015 Librarian—At least 15 hours of library courses for Elementary or Jr./Sr. High with less than 500 enrolled
2024 Librarian—At least 24 hours library science for Jr./Sr. High with more than 500 enrolled

MATH

1100 Math (General or Basic)
1121 Math

MILITARY

0881 Military

MUSIC

1211 Instrumental
1221 Vocal
1231 Fundamentals

NATURAL SCIENCE

1311 Biology
1321 Chemistry
1331 Physics
1341 General Science
1361 Botany
1371 Zoology
1381 Earth-Space
1391 Physical Science

PHYSICAL EDUCATION

0801 Physical Education
0802 Health Education

PSYCHOLOGY

1581 Psychology

READING

0541 Reading Specialist

SOCIAL SCIENCE

1511 U. S. History
1521 Political Science/Government
1531 Economics
1541 Sociology
1551 Geography
1561 World History
1571 Philosophy
1591 Anthropology

SPECIAL EDUCATION

1901 School Psychological Services
1902 School Social Work Services
1903 Special Programs for Educable Mentally Retarded
1904 Special Programs for Trainable Mentally Retarded
1905 Speech Correction Services
1906 Special Programs for Learning Disabilities
1907 Special Programs for Emotionally and Socially Maladjusted
1908 Special Programs for Physically Limited
1909 Director, Special Education
1910 Programs for Visually Impaired
1911 Teachers Hard of Hearing and Deaf
1912 Special Programs for Gifted
1913 Programs for Children Confined to Home or Hospital
1914 Programs of Multi-Handicapped
1915 Hearing Clinician
1916 School Audiologist

JUNIOR HIGH CODES

0500 Language Arts
1300 General Science
1500 Social Studies

ELEMENTARY

1800 Elementary

VOCATIONAL CODES

AGRICULTURE (Vocational)

010100 Agricultural Production
010200 Agricultural Supplies/Service
010300 Agricultural Mechanics
010400 Agricultural Processes
010500 Ornamental Horticulture
010600 Agricultural Resources
010700 Forestry
010800 Coop. Instr. Coord.
010900 Instr.-Coord.

DISTRIBUTIVE EDUCATION

040000 Distributive Education

VOCATIONAL GUIDANCE

045108 Vocational Guidance

HEALTH OCCUPATIONS

070048 Health Occupations Career Awareness
070049 Health Occupations Career Exploration
070050 Health Occupations Coordinator
070101 Dental Assistant
070102 Dental Hygienists
070103 Dental Laboratory Technician
070203 Medical Laboratory Assistant
070299 Medical Laboratory Technician
070301 Associate Degree Nurse
070302 Practical Nurse
070303 Nursing Assistant (Aide)
070401 Occupational Therapy Technician
070402 Physical Therapy Assistant
070413 Recreation Therapy Technician
070421 Dietetic Assistant
070423 Dietetic Technician
070501 Radiologic Technologist
070603 Optometrist Assistant
070701 Environmental Health Assistant
070703 Sanitarian Assistant

070705 Environmental Health Technician
070707 Sanitarian Technician
070801 Mental Health Technician
070803 Mental Health Assistant
070903 Inhalation Therapy Technician
070904 Medical Assistant
070906 Health Aide
070907 Medical Emergency Technician
070908 Nursing Home Administrator
070909 Medical Emergency Assistant
070921 Medical Records Secretary
070922 Medical Records Technician

HOME ECONOMICS (Vocational)

090101 Vocational Home Economics
090200 Occupational Preparation

INDUSTRIAL EDUCATION

ORIENTATION AND EXPLORATION

175100 World of Construction
175200 World of Manufacturing
175300 Materials and Processes
175400 Visual Communications
175500 Power and Energy

VOCATIONAL (TRADES)

170199 Air Conditioning and Refrigeration
170401 Air Craft Fabrication and Assembly and Air Frame and Power Plant
170403 Air Traffic Control
170200 Appliance Repair and Service
170301 Auto Body Repair
170302 Auto Mechanic
170303 Automotive Specialty
170399 Auto Upholstery
171004 Bricklaying
170600 Business Machines Maintenance
173601 Cabinet Making and Mill Work
171001 Carpentry—Building Trades
170700 Commercial and Artist Paste-up
173100 Cycle and Small Engine Mechanic
171200 Diesel Mechanic
171300 Drafting
171400 Electricity
171500 Electronics
171003 Heavy Equipment Operator
172302 Machine Shop
172301 Machine Operator (Production)
172303 Machine Tool
172399 Machinist (Automotive)
172200 Marine Mechanic
172305 Metal Fabrication
171005 Painting and Decorating
170900 Photography
172700 Plastics
171007 Plumbing
171900 Printing (Combination) and Printing (Offset)
172900 Quantity Food Occupations
171503 Radio and TV Repair
171901 Reprographics
179900 Truck Driving
172306 Welding

TECHNICAL

161599 Broadcasting
160103 Building Construction Technology
160106 Civil Technology
160599 Communication Technology
160110 Environmental Control (Water and Waste Water)
160108 Electronic Technology
160112 Instrumentation Technology
160113 Mechanical Technology
160506 Police Science

INDUSTRIAL SERVICES

171100 Building Maintenance
172602 Cosmetology
171402 Electrical Lineman (Job Training & Safety)
171401 Electrical Power and Distribution
172801 Firemanship Training

171700 Industrial Safety
171701 Industrial Supervision and Foremanship
172802 Law Enforcement

PECIAL PROGRAMS

179704 Combination Cooperative Programs
179903 Cooperative Industrial Training
179908 Industrial Skills
160199 Related Instructors
179904 Self-help Center
179905 Special Trades (Cooperative)
179906 Special Needs
170000 Supervisor

FFICE OCCUPATIONS

140200 Data Processing
140000 Office Occupations

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240000 Special Vocational Programs

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